

Government of Kerala
Service and Payroll Administrative Repository for Kerala
Employee Data Sheet

PEN : 176265 **Name :** KISHORKUMAR R



Personal Memoranda

Sex :	M	Nationality :	India
Date of birth :	12/04/1966	Date of superannuation :	30/04/2022
Father's Name:	Rajavarma L R	Mother's Name:	VN AMBATHAMPURATTI
Blood group :	B+	Religion :	Hindu
Caste :	Kshathriya	Category(SC/ST/OBC/OC/GEN) :	Gen
Ex-service Men(Yes/No):	N	Physically handicapped(Yes/No) :	N
If Yes, Nature of Hanicap:			
PAN Number :	AFLPR1601J	Ration Card No:	
Voter Id Card No:		Marital Status :	M
Spouse's Name :	Ganga Varma	Is Inter Religion / Caste(Yes/No) :	
Spouse's Religion:	Hindu	Spouse's Caste :	Kshatriya
Is Spouse Employed(Yes/No):	Y	Spouse Employed In :	Kerala Government
Identification Marks 1 :	A black mole on the right side of the fore head		
2 :	A black mole on the front neck		
Height(cm) :	173		

Present Service Details

Department :	Legislature Secretariat	Office :	Legislature Secretariat
Section :		Seat No :	0
Employment Type :	Regular	Service category :	State Gazetted
Designation :	Special Secretary	SDO Code :	081066
P F Type :	GPFKERALA	P F Number :	P&L1012
Date of joining in Gov. Service :	13/02/1992	Date of joining in the Department :	13/02/1992

Details of parent department, if currently on deputaion

Parent Department :		Parent Office :	
Designation :		Deputaion w.e.f :	
Deputaion Year :		Deputation Months :	
Order Number :		Order Date :	

Present Address

House No and Name: Gowreesam T C No. 8/49(1)
Street Name : Cheruvickal
Place : Sreekaryam Thiruvananthapuram
Pin : 695017
State : Kerala
District : Thiruvananthapuram
Taluk : Thiruvananthapuram
Village : Cheruvaykal
Phone Number : 0471 2596129
Home Town : Thiruvananthapuram
E-mail Address : kishorrajavarma@yahoo.com

Permanent Address

House No and Name: Gowreesam T C No. 8/49(1)
Street Name : Cheruvickal
Place : Sreekaryam Thiruvananthapuram
Pin : 695017
State : Kerala
District : Thiruvananthapuram
Taluk : Thiruvananthapuram
Village : Cheruvaykal
Phone Number : 0471 2596129
Mobile Number : 9495629527

Recruitment Details

Source:	PSC	Type:	General	Method:	Direct
Adv. memo No.:	RIA(1)23621/91/GW(2)/KP SC	Adv. Memo Date:	13/01/1992	SI No. in Memo:	0
App. order No:	No 10569/ACA4/91/Leg	App. order Date:	31/07/1992	Entry Category:	State Subordinate
Is Dist. Recruit ?	Y	Selected District:	Thiruvananthapuram		

Police Verification Details

Ref No. :		Ver Report Date:		Police Station:	
Remarks :					

Qualifications							
Course Type	Course Name	Subject	University	Institution	Class Obtained	Reg No.	Year Of Pass
Graduation-Science	BSC	Physics	Univercity of Kerala		Passed	57055	1987
Diploma	Computer	Word Processing	Technical Examinations	SHARMILA VIDYA PEEDAM	Passed	7485	1994
Diploma	Computer	BASE III Plus	Technical Examinations	SHARMEELA VIDYA PEEDAM	Passed	7040	1994
Matriculation	SSLC	General	Board of Public Examinations		Passed	329055	1981

Details Of Dependents		
Name	Relationship	Date Of Birth
T GANGA VARMA	WIFE	

Departmental Tests Passed							
Department	Test Name	Month	Year	Reg No.	Certificate No	Certificate Date	
Legislature Secretariat	Account Test Lower	11	1989	16949	11402/90	06/10/1990	
Legislature Secretariat	Secretariat Manual	11	1989	16949	11403/90	06/10/1990	

Details of Training Programs Attended							
Course Title	Sponsored By	Conducted By	City Name	Country	Qualification	Training From	Training To
Training On Windows 98	Insti Mant Govt TVM	Insti Mant Govt TVM	TVM	India	BSC	01/07/2000	07/07/2000

Previous Qualifying Services				
Office	Post Held	Date From	Date To	Reason For Termination

Details of Declaration of Probation						
Department	District	Office	Designation	With Effect From	Probation Order No	Probation Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	23/03/1994	Nil	

Details of Regularisation						
Department	District	Office	Designation	Date of Entry	Order No	Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	13/02/1992	No 10569/ACA4/91/Leg	31/07/1992

Service Details							
Department	Category	Date From	Date To	Office	Designation	Basic Pay	Remarks
Legislature Secretariat	State Gazetted	13/02/1992 FN	29/02/1992 FN	Legislature Secretariat	Assistant Grade-II	950	Joined duty on 13/2/92 at Legislature Secretariat.Pay revision wef 1/3/92 as per Or No GO(P)600/93/fi n dt 25/9/93.
Legislature Secretariat	State Gazetted	01/03/1992 FN	31/01/1993 AN	Legislature Secretariat	Assistant Grade-II	1200	Pay revision wef 1/3/92 as per Or No GO(P)600/93/fi n dt 25/9/93.NI wef 1/2/93.
Legislature Secretariat	State Gazetted	01/02/1993 FN	22/03/1994 AN	Legislature Secretariat	Assistant Grade-II	1230	Probation Declared wef 23/3/94.
Legislature Secretariat	State Gazetted	23/03/1994 FN	25/03/1994 FN	Legislature Secretariat	Assistant Grade-II	1260	Probation Declared wef 23/3/94.Promot ed as Assi Gr I on 26/3/94 as per Or No 6552/ACA4/96/ Leg dt 20/5/96.
Legislature Secretariat	State Gazetted	26/03/1994 FN	28/02/1995 AN	Legislature Secretariat	Assistant Grade-I	1350	Promoted as Assi Gr I on 26/3/94 as per Or No 6552/ACA4/96/ Leg dt 20/5/96.NI wef 1/3/95.

Legislature Secretariat	State Gazetted	01/03/1995 FN	29/02/1996 AN	Legislature Secretariat	Assistant Grade-I	1380	NI wef 1/3/96.
Legislature Secretariat	State Gazetted	01/03/1996 FN	28/02/1997 AN	Legislature Secretariat	Assistant Grade-I	1410	Pay revision wef 1/3/97 as per Or No GO(P)3000/98/f in dt 25/11/98.
Legislature Secretariat	State Gazetted	01/03/1997 FN	31/03/1997 FN	Legislature Secretariat	Assistant Grade-I	4500	NI wef 1/4/97.
Legislature Secretariat	State Gazetted	01/04/1997 FN	30/06/1997 AN	Legislature Secretariat	Assistant Grade-I	4700	Pay revision wef 1/3/97 as per Or No GO(P)3000/98/f in dt 25/11/98.Promoted as Senior Gr Assi on 1/7/97 as per Or No 5626/ACA4/97/ Leg dt 6/8/97.
Legislature Secretariat	State Gazetted	01/07/1997 FN	30/06/1998 AN	Legislature Secretariat	Assistant - Senior Grade	5500	Promoted as Senior Gr Assi on 1/7/97 as per Or No 5626/ACA4/97/ Leg dt 6/8/97.NI wef 1/7/98.
Legislature Secretariat	State Gazetted	01/07/1998 FN	30/06/1999 AN	Legislature Secretariat	Assistant - Senior Grade	5650	NI wef 1/7/99.
Legislature Secretariat	State Gazetted	01/07/1999 FN	10/04/2000 AN	Legislature Secretariat	Assistant - Senior Grade	5800	Appointment as Assi in the Personal Staff of Minister for Helth a sports as per Or No 6471/ACA4//00/ Leg dt 1/4/00.
Legislature Secretariat	State Gazetted	11/04/2000 FN	30/06/2000 AN	Legislature Secretariat	Personal Assistant	5800	Appointment as Assi in the Personal Staff of Minister for Helth a sports as per Or No 6471/ACA4//00/ Leg dt 1/4/00.NI wef 1/7/00.
Legislature Secretariat	State Gazetted	01/07/2000 FN	31/05/2001 AN	Legislature Secretariat	Personal Assistant	5950	Relieved wef 31/5/01 at Personal Staff Assi as per Or No 4353/01/GAD dt 30/5/01.
Legislature Secretariat	State Gazetted	01/06/2001 FN	30/06/2001 AN	Legislature Secretariat	Assistant - Senior Grade	5950	Joined duty at Assi Ser Gr on 1/6/01 as per Or No 4353/01/GAD dt 30/5/01.NI wef 1/7/01.
Legislature Secretariat	State Gazetted	01/07/2001 FN	31/03/2002 AN	Legislature Secretariat	Assistant - Senior Grade	6100	Promoted as Selection Gr Assi on 1/4/02 as per Or No 7840/ACA4/01/ Leg dt 10/4/02.
Legislature Secretariat	State Gazetted	01/04/2002 FN	30/06/2002 AN	Legislature Secretariat	Assistant Section Officer	6450	Promoted as Selection Gr Assi on 1/4/02 as per Or No 7840/ACA4/01/ Leg dt 10/4/02.NI wef 1/7/02.
Legislature Secretariat	State Gazetted	01/07/2002 FN	30/06/2003 AN	Legislature Secretariat	Assistant Section Officer	6625	NI wef 1/7/03.
Legislature Secretariat	State Gazetted	01/07/2003 FN	30/06/2004 AN	Legislature Secretariat	Assistant Section Officer	6800	Pay revision wef 1/7/04 as per Or No GO(P)145/06/fi n dt 25/3/06.

Legislature Secretariat	State Gazetted	01/07/2004 FN	30/06/2005 AN	Legislature Secretariat	Assistant Section Officer	12590	Pay revision wef 1/7/04 as per Or No GO(P)145/06/fin dt 25/3/06.NI wef 1/7/05.
Legislature Secretariat	State Gazetted	01/07/2005 FN	30/03/2006 AN	Legislature Secretariat	Assistant Section Officer	12930	Promoted as Section Officer on 31/3/06 as per Or No GO(MS)426/06/Leg dt 31/3/06.
Legislature Secretariat	State Gazetted	31/03/2006 FN	12/06/2006 AN	Legislature Secretariat	Section Officer (Higher Grade)	12930	Promoted as Section Officer on 31/3/06 as per Or No GO(MS)426/06/Leg dt 31/3/06.Reverted as Selection Gr Assi on 12/6/06 as per Or No GO(Rt)832/06/Leg dt 26/6/06.
Legislature Secretariat	State Gazetted	13/06/2006 FN	30/06/2006 AN	Legislature Secretariat	Assistant Section Officer	12930	Reverted as Selection Gr Assi on 12/6/06 as per Or No GO(Rt)832/06/Leg dt 26/6/06.NI wef 1/7/06.
Legislature Secretariat	State Gazetted	01/07/2006 FN	31/10/2006 AN	Legislature Secretariat	Assistant Section Officer	13270	Promoted as Section Officer on 1/11/06 as per Or No 1389/06/Leg dt 1/11/06.
Legislature Secretariat	State Gazetted	01/11/2006 FN	31/10/2007 FN	Legislature Secretariat	Section Officer	13270	Promoted as Section Officer on 1/11/06 as per Or No 1389/06/Leg dt 1/11/06.
Legislature Secretariat	State Gazetted	01/11/2007 FN	31/12/2009 AN	Legislature Secretariat	Section Officer (Higher Grade)	14370	
Legislature Secretariat	State Gazetted	01/01/2010 FN	17/12/2010 AN	Legislature Secretariat	Section Officer (Higher Grade)	29180	Pay Revision
Legislature Secretariat	State Gazetted	18/12/2010 FN	31/12/2010 AN	Legislature Secretariat	Section Officer (Higher Grade)	29860	Promotion
Legislature Secretariat	State Gazetted	01/01/2011 FN	13/07/2011 AN	Legislature Secretariat	Under Secretary	31360	
Legislature Secretariat	State Gazetted	14/07/2011 FN	30/06/2012 AN	Legislature Secretariat	Under Secretary	36140	
Legislature Secretariat	State Gazetted	01/07/2012 FN	31/12/2012 AN	Legislature Secretariat	Under Secretary	37040	
Legislature Secretariat	State Gazetted	01/01/2013 FN	31/12/2013 AN	Legislature Secretariat	Deputy Secretary	40640	
Legislature Secretariat	State Gazetted	01/01/2014 FN	30/06/2014 AN	Legislature Secretariat	Deputy Secretary	41640	
Legislature Secretariat	State Gazetted	01/07/2014 FN	15/07/2014 AN	Kerala Legislative Assembly	Joint Secretary	87000	
Legislature Secretariat	State Gazetted	16/07/2014 FN	31/12/2014 AN	Legislature Secretariat	Joint Secretary	89000	
Legislature Secretariat	State Gazetted	01/01/2015 FN	22/01/2015 AN	Legislature Secretariat	Joint Secretary	89000	
Legislature Secretariat	State Gazetted	23/01/2015 FN	30/06/2015 AN	Legislature Secretariat	Joint Secretary	89000	
Legislature Secretariat	State Gazetted	01/07/2015 FN	02/09/2015 AN	Legislature Secretariat	Joint Secretary	91000	
Legislature Secretariat	State Gazetted	03/09/2015 FN	14/01/2016 AN	MLA Hostel, Thiruvananthapuram	Joint Secretary	91000	
Legislature Secretariat	State Gazetted	15/01/2016 FN	31/01/2016 AN	MLA Hostel, Thiruvananthapuram	Joint Secretary	91000	
Legislature Secretariat	State Gazetted	01/02/2016 -	14/06/2016 AN	MLA Hostel, Thiruvananthapuram	Joint Secretary	91000	Transfer on Deputation
General Administration Department	State Gazetted	15/06/2016 FN	30/06/2016 AN	General Administration Accounts Department, Secretariat	Addl Private Secretary (40640-57440) FD	91000	

General Administration Department	State Gazetted	01/07/2016 FN	30/06/2017 AN	General Administration Accounts Department, Secretariat	Addl Private Secretary (40640-57440) FD	93000	
General Administration Department	State Gazetted	01/07/2017 -	30/11/2017 AN	General Administration Accounts Department, Secretariat	Addl Private Secretary (40640-57440)	95000	Transfer
Legislature Secretariat	State Gazetted	01/12/2017 FN	30/06/2018 AN	Legislature Secretariat	Joint Secretary	95000	
Legislature Secretariat	State Gazetted	01/07/2018 FN	31/03/2019 AN	Legislature Secretariat	Joint Secretary	97000	
Legislature Secretariat	State Gazetted	01/04/2019 FN	30/06/2019 AN	Legislature Secretariat	Additional Secretary	99200	
Legislature Secretariat	State Gazetted	01/07/2019 FN	31/05/2020 AN	Legislature Secretariat	Additional Secretary	140500	
Legislature Secretariat	State Gazetted	01/06/2020 FN	30/06/2020 AN	Legislature Secretariat	Special Secretary	143600	
Legislature Secretariat	State Gazetted	01/07/2020 FN	30/06/2021 AN	Legislature Secretariat	Special Secretary	146700	

Disciplinary Actions

Ref No	Ref date	Nature of charge	Enquiry officer	File No	Penalty	Penalty remarks	Penalty start date	Penalty order No	Penalty order date	Penalty revoke order date	Revoke order no	Revoke order date

Details of Award Received

Department	District	Office	Nature Of Award	Purpose	Date Of Award

Leave On Credit

As On Date	Leave Type	Days On Credit
08/06/2014	Half Pay Leave	90.00
19/11/2014	Earned Leave	163.00
15/01/2016	Half Pay Leave	102.00
31/12/2017	Half Pay Leave	88.00
26/01/2018	Half Pay Leave	36.00
01/06/2019	Earned Leave	270.00

Leave Availed

Leave Type	From Date	To Date	Purpose	Sanction No	Sanction By
Dies-Non	16/06/1992	16/06/1992			US
Dies-Non	28/10/1992	28/10/1992			US
Earned Leave	08/12/1992	08/12/1992			US
Earned Leave	14/12/1992	14/12/1992			US
Earned Leave	21/12/1992	24/12/1992			US
Earned Leave	22/10/1993	22/10/1993			US
Earned Leave	01/11/1993	02/11/1993			US
Earned Leave	19/11/1993	27/11/1993			US
Earned Leave	03/12/1993	04/12/1993			US
Earned Leave	27/12/1993	27/12/1993			US
Earned Leave	02/05/1994	04/05/1994			US
Earned Leave	19/09/1994	20/09/1994			US
Earned Leave	29/09/1994	29/09/1994			US
Earned Leave	20/12/1994	21/12/1994			US
Commuted Leave	21/06/1995	10/07/1995			US
Earned Leave	26/08/1995	26/08/1995			US
Earned Leave	15/09/1995	16/09/1995			US
Earned Leave	26/12/1995	30/12/1995			US
Earned Leave	07/03/1996	07/03/1996			US
Earned Leave	31/10/1996	31/10/1996			US
Earned Leave	14/11/1996	16/11/1996			US
Earned Leave	30/11/1996	02/12/1996			US
Commuted Leave	09/12/1996	13/12/1996			US
Commuted Leave	25/11/1998	28/11/1998			US
Commuted Leave	07/12/1998	09/12/1998			US
Dies-Non	10/01/2002	10/01/2002			US
Dies-Non	06/02/2002	08/03/2002			US

Commuted Leave	06/05/2002	09/05/2002			US
Earned Leave	21/06/2002	22/06/2002			US
Commuted Leave	06/09/2002	07/09/2002			US
Commuted Leave	23/10/2002	26/10/2002			US
Commuted Leave	26/12/2002	31/12/2002			US
Commuted Leave	04/07/2003	05/07/2003			US
Commuted Leave	29/07/2003	31/07/2003			US
Commuted Leave	07/08/2003	08/08/2003			US
Commuted Leave	28/08/2003	03/09/2003			US
Commuted Leave	24/09/2003	01/10/2003			US
Commuted Leave	06/10/2003	10/10/2003			US
Commuted Leave	08/12/2003	12/12/2003			US
Earned Leave	22/12/2003	22/12/2003			US
Commuted Leave	29/12/2003	31/12/2003			US
Earned Leave	15/01/2004	13/02/2004			US
Commuted Leave	14/02/2004	01/03/2004			US
Earned Leave	02/03/2004	12/03/2004			US
Commuted Leave	30/12/2004	01/01/2005			US
Commuted Leave	12/01/2005	18/01/2005			US
Dies-Non	05/07/2005	05/07/2005			US
Dies-Non	29/09/2005	29/09/2005			US
Dies-Non	24/01/2006	24/01/2006			US
Commuted Leave	11/01/2016	14/01/2016			US
Commuted Leave	04/12/2017	31/12/2017			us

Encashment of Leave During Service				
As on date	No. of days	Amount	Sanction Order No	Sanction Date
15/03/1993	12	0		
03/12/1994	15	0		
04/12/1995	15	0		
28/01/1997	15	0		
03/10/1997	15	0		
23/01/1999	20	0		
09/10/2000	20	0	No 86358/ACA4/00/GAD	01/10/2000
10/04/2001	20	0	No 29644/ACA4/GAD	01/04/2001
01/07/2003	10	0		
05/04/2004	10	0		
12/07/2004	10	0		
12/05/2005	20	0		
01/08/2012	30	53145	111	22/08/2012
09/01/2014	30	70392	201400000025512	26/02/2014
19/11/2014	30	80122	GE24A201401000167298	15/12/2014
01/06/2019	30	122540	20190100052042	10/07/2019

Nominations for PF, Pensionary and other claims					
Benefit Name	Nominee name	Nominee address	Relationship	Invalid on the happening of	Amount Portion
S.L.I	Ganga Varma	Resmi Bhavan,Pandalam	Wife		full

Annual Performance Report submission details			
Period from	Period To	Submitted(Y/ N)	Submitted Date

Annual Property Return submission details			
Period from	Period To	Submitted(Y/ N)	Submitted date

Details of official accommodation availed (Quarters)						
Station	From date	To date	Is Eligible for HRA	Address	Sanction No	Sanction date

Details of disbursement of loans like HBA, MCA, GPF advance etc.					
Loan Item	Instalment No.	Disbursement date	Amount	Order number	Order date

Details of current Loans/ Advance Recovery									
Loan Item	Loan Acc No	Loan Amount	Instalment Amount	No.of Instalments	Last Instalment No.	Amount already paid	Status	Freeze Recovery	Principal or Interest
Festival Advance(002)	FestAdv082021	15000	3000	5	4	12000		N	P
GPF Loan Repayment(801)	P&L1012	500040	13890	36	36	500040	H	N	P

Details of benefits like GPF, GI, SLI, FBS, D.C.R.G, Pension etc						
Benefit Type		Identifying No.	Sum Assured	Subscription	Risk Effect From	Maturity Date
G.P.F		P&L-1012		0		
Group Insurance		Nil		0		
S.L.I		KSID/LI/729301606		40		
S.L.I		KSID/LI/729600839		40		
L.I.C.		780437752		70		

Present Salary Details					
Basic Pay:	149800	Bill type:	Gazetted Officers1	Acquittance Group:	
Last Change Date:	01/07/2021	Next Incr. Date:	01/07/2022		
Credit To Bank:	Y	Bank:		Account No.:	799012600505170

Additional Pay and Allowances		
Description	Amount	W.E.Date

Deductions and Recoveries			
SINo.	Deduction	Amount	Details
0	Excess Pay Drawn(000)	2959	2959
1	State Life Insurance-sub(129)	40	40
2	State Life Insurance-sub(129)	40	40
3	State Life Insurance-sub(129)	70	70
5	State Life Insurance-sub(129)	100	100
6	State Life Insurance-sub(129)	100	100
7	State Life Insurance-sub(129)	200	200
1	LIC Premium(303)	747	747
2	LIC Premium(303)	198	198
1	Income tax(311)	30000	30000
1	Group Insurance Scheme(324)	1500	1500
0	GPAI Scheme(375)	500	500
1	CMDRF-Flood Relief	11275	11275
2	GPF - Monthly Sub.(701)	10000	10000
1	Arrear to PF(709)	264173	264173
1	Ocki Relief Fund Contribution	3000	3000
0	Profession Tax(777)	1250	1250

Government of Kerala
Service and Payroll Administrative Repository for Kerala
Employee Data Sheet

PEN : 176269

Name : Jos C



Personal Memoranda

Sex :	M	Nationality :	India
Date of birth :	31/05/1964	Date of superannuation :	31/05/2020
Father's Name:	Chandradethan M K	Mother's Name:	Vilasini R
Blood group :	B+	Religion :	Hindu
Caste :	Ezhava	Category(SC/ST/OBC/OC/GEN) :	OBC
Ex-service Men(Yes/No):	N	Physically handicapped(Yes/No) :	N
If Yes, Nature of Hanicap:			
PAN Number :	AFMPC9722Q	Ration Card No:	1102086139
Voter Id Card No:	KL19127168128	Marital Status :	M
Spouse's Name :	Jissy V	Is Inter Religion / Caste(Yes/No) :	N
Spouse's Religion:	Hindu	Spouse's Caste :	Ezhava
Is Spouse Employed(Yes/No):	Y	Spouse Employed In :	State Govt.
Identification Marks 1 :	A mole in the 3rd finger of right hand		
2 :	A mole in the fore finger of right hand		
Height(cm) :	172		

Present Service Details

Department :	Legislature Secretariat	Office :	Legislature Secretariat
Section :		Seat No :	
Employment Type :	Regular	Service category :	State Gazetted
Designation :	Special Secretary	SDO Code :	081047
P F Type :	GPFKERALA	P F Number :	P&L980
Date of joining in Gov. Service :	21/10/1991	Date of joining in the Department :	21/10/1991

Details of parent department, if currently on deputaion

Parent Department :		Parent Office :	
Designation :		Deputaion w.e.f :	
Deputaion Year :		Deputation Months :	
Order Number :		Order Date :	

Present Address

House No and Name: Pattaruvila Veedu
Street Name : Muttappalam P O
Place : Varkala,TVM
Pin : 695145
State : Kerala
District : Thiruvananthapuram
Taluk : Varkkala
Village : Chemmaruthy
Phone Number : 04702605971
Home Town : Varkala
E-mail Address : Joschandradethan@gmail.com

Permanent Address

House No and Name: Pattaruvila Veedu
Street Name : Muttappalam P O
Place : Varkala,TVM
Pin : 695145
State : Kerala
District : Thiruvananthapuram
Taluk : Varkkala
Village : Chemmaruthy
Phone Number : 04702605971
Mobile Number : 9446020154

Recruitment Details

Source:	PSC	Type:	General	Method:	Direct
Adv. memo No.:	RIA(1)23261/91/GW(1) PSC	Adv. Memo Date:	28/09/1991	SI No. in Memo:	0
App. order No:	RIA(1)23261/91/GW(1) PSC	App. order Date:	28/09/1991	Entry Category:	State Subordinate
Is Dist. Recruit ?	N	Selected District:			

Police Verification Details

Ref No. :		Ver Report Date:		Police Station:	
Remarks :					

Qualifications							
Course Type	Course Name	Subject	University	Institution	Class Obtained	Reg No.	Year Of Pass
Graduation-Commerce	B Com	Commerce	University of kerala		Passed	50282	1985
Post Graduation-Commerce	M Com	Commerce	University of kerala		Passed	546	1988
Matriculation	SSLC	General	Board of Public Examination		Passed	155521	1979

Details Of Dependents		
Name	Relationship	Date Of Birth

Departmental Tests Passed						
Department	Test Name	Month	Year	Reg No.	Certificate No	Certificate Date
Legislature Secretariat	Account Test Higher	12	1992	1196	6649/93	16/08/1993
Legislature Secretariat	Account Test Lower	12	1992	1196	6648/93	16/08/1993
Legislature Secretariat	Secretariat Manual	6	1992	3151	2572/93	25/02/1993

Details of Training Programs Attended							
Course Title	Sponsored By	Conducted By	City Name	Country	Qualification	Training From	Training To

Previous Qualifying Services					
Office	Post Held	Date From	Date To	Reason For Termination	

Details of Declaration of Probation						
Department	District	Office	Designation	With Effect From	Probation Order No	Probation Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	23/10/1993	16169/AC-A1/93/Leg	11/01/1994

Details of Regularisation						
Department	District	Office	Designation	Date of Entry	Order No	Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	21/10/1991	10569/AC-A4/91/Leg	12/03/1992

Service Details							
Department	Category	Date From	Date To	Office	Designation	Basic Pay	Remarks
Legislature Secretariat	State Subordinate	21/10/1991 FN	29/02/1992 FN	Legislature Secretariat	Assistant Grade-II	950	Joined duty at Legi.secre.TVM on 21/10/91.Pay rev wef 1/3/92 as per GO(P)600/93/Fi n dt 25/9/93
Legislature Secretariat	State Subordinate	01/03/1992 FN	30/09/1992 AN	Legislature Secretariat	Assistant Grade-II	1200	Pay rev wef 1/3/92 as per GO(P)600/93/Fi n dt 25/9/93.NI wef 1/10/1992
Legislature Secretariat	State Subordinate	01/10/1992 FN	23/10/1993 AN	Legislature Secretariat	Assistant Grade-II	1230	Probation declared wef 23/10/93 a sper Or No 1616/AC-A1/93/Leg dt 11/1/94
Legislature Secretariat	State Subordinate	24/10/1993 FN	30/09/1994 AN	Legislature Secretariat	Assistant Grade-I	1350	Promoted as Assi.GR-1 as per Or No 7861/AC-A4/91/Leg(1) dt 8/3/94 .Ni wef 1/10/1994
Legislature Secretariat	State Subordinate	01/10/1994 FN	31/07/1995 AN	Legislature Secretariat	Assistant Grade-I	1380	Promoted as Senior Gr.Assi.wef 1/8/95 as per or No 7079/AC-A4/95/Leg(1) dt 1/8/95

Legislature Secretariat	State Subordinate	01/08/1995 FN	31/07/1996 AN	Legislature Secretariat	Assistant - Senior Grade	1640	Promoted as Senior Gr.Assi.wef 1/8/95 as per or No 7079/AC-A4/95/Leg(1) dt 1/8/95.NI wef 1/8/1996
Legislature Secretariat	State Subordinate	01/08/1996 FN	28/02/1997 FN	Legislature Secretariat	Assistant - Senior Grade	1700	Pay rev wef 1/3/97 as per GO(P)3000/98/Fin dt 25/11/98
Legislature Secretariat	State Subordinate	01/03/1997 FN	31/08/1997 FN	Legislature Secretariat	Assistant - Senior Grade	5500	Pay rev wef 1/3/97 as per GO(P)3000/98/Fin dt 25/11/98.NI wef 1/9/1997
Legislature Secretariat	State Subordinate	01/09/1997 FN	31/08/1998 FN	Legislature Secretariat	Assistant - Senior Grade	5650	NI wef 1/9/1998
Legislature Secretariat	State Gazetted	01/09/1998 FN	31/08/1999 FN	Legislature Secretariat	Assistant - Senior Grade	5800	NI wef 1/9/1999
Legislature Secretariat	State Gazetted	01/09/1999 FN	30/06/2000 FN	Legislature Secretariat	Assistant - Senior Grade	5950	NI wef 1/7/2000
Legislature Secretariat	State Gazetted	01/07/2000 FN	28/02/2001 FN	Legislature Secretariat	Assistant - Senior Grade	6100	Promoted as Selection Gr Assi.wef 1/3/01 as per Or No 7840/AC-A4/00/Leg dt 21/3/01
Legislature Secretariat	State Gazetted	01/03/2001 FN	29/05/2001 FN	Legislature Secretariat	Assistant Section Officer	6450	Promoted as Selection Gr Assi.wef 1/3/01 as per Or No 7840/AC-A4/00/Leg dt 21/3/01.Reverted as Senior Gr Assi.as per or No 7840/AC-A4/00/Leg(1) dt 15/9/01
Legislature Secretariat	State Gazetted	30/05/2001 FN	13/06/2001 FN	Legislature Secretariat	Assistant - Senior Grade	6100	Reverted as Senior Gr Assi.as per or No 7840/AC-A4/00/Leg(1) dt 15/9/01.Promoted as Selection Gr assis.wef 14/6/01 as per Or No 7840/AC-A4/00/Leg(1) dt 15/9/01
Legislature Secretariat	State Gazetted	14/06/2001 FN	30/06/2001 FN	Legislature Secretariat	Assistant Section Officer	6450	Pomoted as Selection Gr assis.wef 14/6/01 as per Or No 7840/AC-A4/00/Leg(1) dt 15/9/01 .NI wef 1/7/2001
Legislature Secretariat	State Gazetted	01/07/2001 FN	30/06/2002 FN	Legislature Secretariat	Assistant Section Officer	6625	NI wef 1/7/2002
Legislature Secretariat	State Gazetted	01/07/2002 FN	30/06/2003 FN	Legislature Secretariat	Assistant Section Officer	6800	NI wef 1/7/2003
Legislature Secretariat	State Gazetted	01/07/2003 FN	30/06/2004 FN	Legislature Secretariat	Assistant Section Officer	6975	Pay rev wef 1/7/04 as per GO(P)145/2006 /Fin dt 25/3/06
Legislature Secretariat	State Gazetted	01/07/2004 FN	30/06/2007 FN	Legislature Secretariat	Assistant Section Officer	12930	Pay rev wef 1/7/04 as per GO(P)145/2006 /Fin dt 25/3/06.Promoted as Section Officer wef 30/4/05 as per Or No O(MS)531/05/L eg dt 30/4/05
Legislature Secretariat	State Gazetted	01/07/2007 FN	31/07/2007 AN	Legislature Secretariat	Section Officer (Higher Grade)	12930	
Legislature Secretariat	State Gazetted	01/08/2007 FN	31/07/2009 AN	Legislature Secretariat	Section Officer (Higher Grade)	15510	

Legislature Secretariat	State Gazetted	01/08/2009 -	31/03/2010 -	Legislature Secretariat	Section Officer (Higher Grade)	16270	
Legislature Secretariat	State Gazetted	01/04/2010 -	31/07/2010 -	Legislature Secretariat	Under Secretary	16650	
Legislature Secretariat	State Gazetted	01/08/2010 FN	31/03/2011 AN	Legislature Secretariat	Under Secretary	32860	
Legislature Secretariat	State Gazetted	01/04/2011 FN	13/06/2011 AN	Legislature Secretariat	Under Secretary (HG)	33680	
Legislature Secretariat	State Gazetted	14/06/2011 FN	31/07/2011 AN	Legislature Secretariat	Under Secretary (HG)	33680	
Legislature Secretariat	State Gazetted	01/08/2011 FN	31/05/2012 AN	Legislature Secretariat	Under Secretary (HG)	35320	
Legislature Secretariat	State Gazetted	01/06/2012 FN	31/05/2013 AN	Legislature Secretariat	Deputy Secretary	40640	
Legislature Secretariat	State Gazetted	01/06/2013 FN	31/10/2013 AN	Legislature Secretariat	Deputy Secretary	41640	
Legislature Secretariat	State Gazetted	01/11/2013 FN	30/06/2014 AN	Legislature Secretariat	Joint Secretary	44640	
Legislature Secretariat	State Gazetted	01/07/2014 FN	31/10/2014 AN	Legislature Secretariat	Joint Secretary	93000	
Legislature Secretariat	State Gazetted	01/11/2014 FN	31/12/2014 AN	Legislature Secretariat	Joint Secretary	95000	
Legislature Secretariat	State Gazetted	01/01/2015 FN	22/01/2015 AN	Legislature Secretariat	Joint Secretary	95000	
Legislature Secretariat	State Gazetted	23/01/2015 FN	30/06/2015 AN	Legislature Secretariat	Joint Secretary	95000	
Legislature Secretariat	State Gazetted	01/07/2015 FN	02/09/2015 AN	Legislature Secretariat	Joint Secretary	95000	
Legislature Secretariat	State Gazetted	03/09/2015 FN	31/10/2015 AN	Legislature Secretariat	Joint Secretary	95000	
Legislature Secretariat	State Gazetted	01/11/2015 FN	13/05/2016 AN	Legislature Secretariat	Joint Secretary	97000	
Legislature Secretariat	State Gazetted	14/05/2016 FN	13/06/2016 AN	Legislature Secretariat	Joint Secretary	97000	
Legislature Secretariat	State Gazetted	14/06/2016 FN	31/10/2016 AN	Legislature Secretariat	Joint Secretary	99200	
Legislature Secretariat	State Gazetted	01/11/2016 FN	02/01/2017 AN	Legislature Secretariat	Joint Secretary	101400	
Legislature Secretariat	State Gazetted	03/01/2017 FN	31/01/2018 AN	Legislature Secretariat	Joint Secretary	99200	
Legislature Secretariat	State Gazetted	01/02/2018 FN	03/07/2018 AN	Legislature Secretariat	Additional Secretary	103600	
Legislature Secretariat	State Gazetted	04/07/2018 FN	31/10/2018 AN	Legislature Secretariat	Additional Secretary	103600	
Legislature Secretariat	State Gazetted	01/11/2018 FN	30/04/2019 AN	Legislature Secretariat	Additional Secretary	105800	
Legislature Secretariat	State Gazetted	01/05/2019 FN	29/07/2019 AN	Legislature Secretariat	Special Secretary	108000	
Legislature Secretariat	State Gazetted	30/07/2019 FN	31/10/2019 AN	Legislature Secretariat	Special Secretary	108000	

Disciplinary Actions												
Ref No	Ref date	Nature of charge	Enquiry officer	File No	Penalty	Penalty remarks	Penalty start date	Penalty order No	Penalty order date	Penalty revoke order date	Revoke order no	Revoke order date

Details of Award Received						
Department	District	Office	Nature Of Award	Purpose	Date Of Award	

Leave On Credit		
As On Date	Leave Type	Days On Credit
29/12/2013	Half Pay Leave	310.00
06/04/2015	Earned Leave	242.00
14/05/2016	Half Pay Leave	330.00
18/10/2016	Earned Leave	262.00
18/12/2016	Half Pay Leave	342.00
01/03/2018	Half Pay Leave	308.00
01/04/2018	Earned Leave	247.00
08/07/2018	Half Pay Leave	300.00
21/04/2019	Half Pay Leave	310.00
13/11/2019	Earned Leave	285.00
31/05/2020	Earned Leave	0.00

Leave Aailed					
Leave Type	From Date	To Date	Purpose	Sanction No	Sanction By
Dies-Non	25/09/1992	25/09/1992			US LS
Dies-Non	28/10/1992	28/10/1992			US LS
Earned Leave	24/05/1993	24/05/1993	Dias Non Reguli		US LS
Earned Leave	24/11/1993	24/11/1993	Dias Non Reguli		US LS
Earned Leave	29/09/1994	29/09/1994	Dias Non Reguli		
Commuted Leave	21/11/1994	03/12/1994			US LS
Earned Leave	22/11/1995	28/11/1995			US LS
Earned Leave	07/03/1996	07/03/1996	Dias Non Reguli		US LS
Commuted Leave	23/12/1998	27/12/1998			US LS
Commuted Leave	03/08/1999	03/08/1999	Dias Non Reguli		US LS
Commuted Leave	16/10/1999	16/10/1999	Dias Non Reguli		US LS
Commuted Leave	15/12/2000	16/12/2000			US LS
Dies-Non	10/01/2002	10/01/2002			US LS
Dies-Non	06/02/2002	08/03/2002			US LS
Commuted Leave	25/06/2002	27/06/2002			US LS
Commuted Leave	01/04/2003	09/04/2003			US LS
Commuted Leave	09/10/2003	10/10/2003			US LS
Commuted Leave	14/10/2003	15/10/2003			US LS
Commuted Leave	05/11/2003	06/11/2003			US LS
Commuted Leave	04/12/2003	04/12/2003			US LS
Commuted Leave	10/12/2003	10/12/2003			US LS
Commuted Leave	16/12/2003	16/12/2003			US LS
Commuted Leave	22/12/2003	27/12/2003			US LS
Dies-Non	28/02/2012	28/02/2012			
Dies-Non	21/08/2012	21/08/2012			
Dies-Non	08/01/2013	13/01/2013			
Dies-Non	20/02/2013	21/02/2013			
Commuted Leave	04/05/2016	13/05/2016			us
Commuted Leave	14/12/2016	17/12/2016			us
Commuted Leave	02/02/2018	28/02/2018			us
Commuted Leave	04/07/2018	07/07/2018			us

Encashment of Leave During Service				
As on date	No. of days	Amount	Sanction Order No	Sanction Date
08/02/1993	27	0		
01/08/1993	15	0		
19/01/1995	15	0		
10/04/1995	15	0		
01/04/1996	15	0		
01/04/1997	15	0		
01/04/1998	15	0		
01/04/1999	20	0		
01/06/2000	20	0		
01/05/2001	20	0		
01/07/2003	10	0		
01/07/2004	20	0	GO(P)279/04/Fin	
03/01/2012	30	46619	GE24AJ20LEG	16/03/2012
01/08/2012	30	56847	GE24AJ20LEG	19/09/2012
04/04/2013	30	59713	GE24AJ20	25/04/2013
01/04/2014	30	73928	1023	06/05/2014
08/04/2015	30	83402	690	28/04/2015
18/10/2016	30	111628	201601600103267	10/11/2016
01/04/2018	30	121604	20180100036956	28/05/2018
13/11/2019	15	67990	20190100101912	23/12/2019

Nominations for PF, Pensionary and other claims					
Benefit Name	Nominee name	Nominee address	Relationship	Invalid on the happening of	Amount Portion
G.P.F	Chandra dethan M K	Pattaruvila Veedu,Muttappalam P O,Varkala,TVM	Father		Full
S.L.I	Jissy V	Pattaruvila Veedu,Muttappalam P O,Varkala,TVM	wife		Full

Annual Performance Report submission details

Period from	Period To	Submitted(Y/ N)	Submitted Date

Annual Property Return submission details			
Period from	Period To	Submitted(Y/ N)	Submitted date

Details of official accommodation availed (Quarters)						
Station	From date	To date	Is Eligible for HRA	Address	Sanction No	Sanction date
Thiruvananthapuram	26/02/2011	14/07/2016	N	B43, Observatory, Thiruvananthapuram		26/02/2011

Details of disbursement of loans like HBA, MCA, GPF advance etc.						
Loan Item	Instalment No.	Disbursement date	Amount	Order number	Order date	

Details of current Loans/ Advance Recovery									
Loan Item	Loan Acc No	Loan Amount	Instalment Amount	No.of Instalments	Last Instalment No.	Amount already paid	Status	Freeze Recovery	Principal or Interest

Details of benefits like GPF, GI, SLI, FBS, D.C.R.G, Pension etc						
Benefit Type	Identifying No.	Sum Assured	Subscription	Risk Effect From	Maturity Date	
G.P.F	P& L 980		100	01/10/1992		
Group Insurance	Group D		0	01/01/1992		
S.L.I	KSID/LI/729301550		40			
S.L.I	KSID/LI/729600818		40			

Present Salary Details					
Basic Pay:	110400	Bill type:	Gazetted Officers1	Acquittance Group:	
Last Change Date:	01/11/2019	Next Incr. Date:	01/11/2020		
Credit To Bank:	Y	Bank:		Account No.:	799012600505660

Additional Pay and Allowances		
Description	Amount	W.E.Date

Deductions and Recoveries			
SINo.	Deduction	Amount	Details
0	Excess Pay Drawn(000)	2931	2931
1	State Life Insurance-sub(129)	40	40
2	State Life Insurance-sub(129)	40	40
3	State Life Insurance-sub(129)	170	170
4	State Life Insurance-sub(129)	100	100
5	State Life Insurance-sub(129)	250	250
0	House Rent(302)	1984	1984
1	House Rent(302)	3880	3880
1	LIC Premium(303)	154	154
2	LIC Premium(303)	344	344
3	LIC Premium(303)	289	289
2	Income tax(311)	5000	5000
0	Group Insurance Scheme(324)	600	600
0	GPAI Scheme(375)	500	500
1	CMDRF-Flood Relief	12264	12264
0	GPF - Monthly Sub.(701)	7000	7000
1	Arrear to PF(709)	17988	17988
0	Profession Tax(777)	1250	1250

Government of Kerala
Service and Payroll Administrative Repository for Kerala
Employee Data Sheet

PEN : 176287 **Name :** Suma Kumary G



Personal Memoranda

Sex :	F	Nationality :	India
Date of birth :	03/03/1963	Date of superannuation :	31/03/2019
Father's Name:	Govindan Nair	Mother's Name:	N P Kuttyamma
Blood group :	A+v	Religion :	Hindu
Caste :	Nair	Category(SC/ST/OBC/OC/GEN) :	Gen
Ex-service Men(Yes/No):	N	Physically handicapped(Yes/No) :	N
If Yes, Nature of Hanicap:			
PAN Number :	ACVPN4471H	Ration Card No:	
Voter Id Card No:		Marital Status :	M
Spouse's Name :	Sreekumar K S	Is Inter Religion / Caste(Yes/No) :	N
Spouse's Religion:	Hindu	Spouse's Caste :	Hindu Nair
Is Spouse Employed(Yes/No):	Y	Spouse Employed In :	Directorate of Collegiate Edn.
Identification Marks 1 :	A mole on the left side of the left lower arm		
2 :	A scar of a wound below the left knee		
Height(cm) :	148		

Present Service Details

Department :	Legislature Secretariat	Office :	Legislature Secretariat
Section :		Seat No :	
Employment Type :	Regular	Service category :	State Gazetted
Designation :	Special Secretary	SDO Code :	081022
P F Type :	GPFKERALA	P F Number :	P&L857
Date of joining in Gov. Service :	04/02/1987	Date of joining in the Department :	04/02/1987

Details of parent department, if currently on deputation

Parent Department :		Parent Office :	
Designation :		Deputation w.e.f :	
Deputation Year :		Deputation Months :	
Order Number :		Order Date :	

Present Address

House No and Name: Krishnapriya, T C 13/2439

Street Name : Murinjapalam

Place : Thiruvananthapuram

Pin : 695011

State : Kerala

District : Thiruvananthapuram

Taluk : Thiruvananthapuram

Village : Pattom

Phone Number : 04712553533

Home Town : Medical College

E-mail Address : g.suma.kumari@gmail.com

Permanent Address

House No and Name: T C 13/2439 Krishnapriya, T C 13/2439

Street Name : Murinjapalam

Place : Thiruvananthapuram

Pin : 695011

State : Kerala

District : Thiruvananthapuram

Taluk : Thiruvananthapuram

Village : Pattom

Phone Number : 04712553533

Mobile Number : 8547188533

Recruitment Details

Source:	PSC	Type:	General	Method:	Direct
Adv. memo No.:	AI(4)236/84/KPSC, Alappu	Adv. Memo Date:	14/01/1987	SI No. in Memo:	0
App. order No:	2633/ACC1/86/Leg	App. order Date:	21/02/1987	Entry Category:	State Subordinate
Is Dist. Recruit ?	Y	Selected District:	Alappuzha		

Police Verification Details

Ref No. :		Ver Report Date:		Police Station:	
Remarks :					

Qualifications							
Course Type	Course Name	Subject	University	Institution	Class Obtained	Reg No.	Year Of Pass
Shorthand	KGTE	Shot Hand English Lr	Board of Technical Education		Passed	29072	1982
Shorthand	KGTE	Short Hand Malayalam Lr	Board of Technical Education		Passed	30360	1983
Type Writing	KGTE	Typewriting Malayalam Lr	Board of Technical Education		Passed	29072	1982
Type Writing	KGTE	Type writing English (Lower)	Board of Technical Education		Passed	11170	1980
Type Writing	KGTE	Type Writing Eng Hr	Board of Technical Education		Passed	28569	1981
Matriculation	SSLC	General	Board of Public Examinations		Passed	187481	1978

Details Of Dependents		
Name	Relationship	Date Of Birth

Departmental Tests Passed							
Department	Test Name	Month	Year	Reg No.	Certificate No	Certificate Date	
Legislature Secretariat	Account Test Higher	12	1998	1902			
Legislature Secretariat	Account Test Lower	6	1998	2825			
Legislature Secretariat	Secretariat Manual	6	1998	2825			

Details of Training Programs Attended							
Course Title	Sponsored By	Conducted By	City Name	Country	Qualification	Training From	Training To

Previous Qualifying Services					
Office	Post Held	Date From	Date To	Reason For Termination	

Details of Declaration of Probation						
Department	District	Office	Designation	With Effect From	Probation Order No	Probation Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant	13/05/2003		
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Confidential Assistant Grade II	04/02/1989	4381/ACC3/89/Leg	17/03/1989

Details of Regularisation						
Department	District	Office	Designation	Date of Entry	Order No	Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Confidential Assistant Grade II	04/02/1987	2633/ACC1/86/Leg	21/05/1987

Service Details							
Department	Category	Date From	Date To	Office	Designation	Basic Pay	Remarks
Legislature Secretariat	State Subordinate	04/02/1987 FN	31/01/1988 AN	Legislature Secretariat	Confidential Assistant Grade II	675	Joined duty at Legislative Secratariate wef 4/2/87. Ni wef 1/2/88
Legislature Secretariat	State Subordinate	01/02/1988 FN	31/01/1989 AN	Legislature Secretariat	Confidential Assistant Grade II	700	Pay rev. wef 1/2/89 as per GO(P)480/89/Fi n dt 1/11/89
Legislature Secretariat	State Subordinate	01/02/1989 FN	31/01/1990 AN	Legislature Secretariat	Confidential Assistant Grade II	975	Pay rev. wef 1/2/89 as per GO(P)480/89/Fi n dt 1/11/89. NI wef 1/2/90
Legislature Secretariat	State Subordinate	01/02/1990 FN	31/01/1991 AN	Legislature Secretariat	Confidential Assistant Grade II	1000	NI wef 1/2/91
Legislature Secretariat	State Subordinate	01/02/1991 FN	15/12/1991 AN	Legislature Secretariat	Confidential Assistant Grade II	1025	Promoted as Conf. Asst. Gr I wef 16/12/91 as per Or No 11677/ACE1/91 /Leg dt 25/4/92

Legislature Secretariat	State Subordinate	16/12/1991 FN	01/03/1992 FN	Legislature Secretariat	Confidential Assistant Grade I	1100	Promoted as Conf. Asst. Gr I wef 16/12/91 as per Or No 11677/ACE1/91 /Leg dt 25/4/92. Pay rev. wef 1/3/92 as per GO(P)600/93/Fin dt 25/9/93
Legislature Secretariat	State Subordinate	01/03/1992 FN	30/11/1992 AN	Legislature Secretariat	Confidential Assistant Grade I	1400	Pay rev. wef 1/3/92 as per GO(P)600/93/Fin dt 25/9/93. NI wef 1/12/92. Confirmed Ca Gr I wef 29/7/92 as per Or No 8786/ACE1/06/ Leg dt 6/6/06
Legislature Secretariat	State Subordinate	01/12/1992 FN	30/11/1993 AN	Legislature Secretariat	Confidential Assistant Grade I	1440	NI wef 1/12/93
Legislature Secretariat	State Subordinate	01/12/1993 FN	30/11/1994 AN	Legislature Secretariat	Confidential Assistant Grade I	1480	NI wef 1/12/94
Legislature Secretariat	State Subordinate	01/12/1994 FN	30/11/1995 AN	Legislature Secretariat	Confidential Assistant Grade I	1520	NI wef 1/12/95
Legislature Secretariat	State Subordinate	01/12/1995 FN	30/11/1996 AN	Legislature Secretariat	Confidential Assistant Grade I	1560	NI wef 1/12/96
Legislature Secretariat	State Subordinate	01/12/1996 FN	01/03/1997 FN	Legislature Secretariat	Confidential Assistant Grade I	1600	Pay rev. wef 1/3/97 as per GO(P)3000/98/ Fin dt 25/11/98.
Legislature Secretariat	State Subordinate	01/03/1997 FN	30/11/1997 FN	Legislature Secretariat	Confidential Assistant Grade I	4600	Pay rev. wef 1/3/97 as per GO(P)3000/98/ Fin dt 25/11/98. NI wef 1/12/97
Legislature Secretariat	State Subordinate	01/12/1997 FN	01/03/1998 AN	Legislature Secretariat	Confidential Assistant Grade I	4700	Promoted as Sr Gr CA wef 2/3/98 as per Or No 6888/ACE1/98/ Leg dt 27/3/98
Legislature Secretariat	State Subordinate	02/03/1998 FN	28/02/1999 AN	Legislature Secretariat	Confidential Assistant Sr. Gr.	5500	Promoted as Sr Gr CA wef 2/3/98 as per Or No 6888/ACE1/98/ Leg dt 27/3/98. Ni wef 1/3/99. Confirmed Sr Gr CA wef 17/3/98 as per Or No 8786/ACE1/06/ Leg dt 6/6/06
Legislature Secretariat	State Subordinate	01/03/1999 FN	28/02/2000 AN	Legislature Secretariat	Confidential Assistant Sr. Gr.	5650	NI wef 1/3/00
Legislature Secretariat	State Subordinate	01/03/2000 FN	28/02/2001 AN	Legislature Secretariat	Confidential Assistant Sr. Gr.	5800	NI wef 1/3/01
Legislature Secretariat	State Subordinate	01/03/2001 FN	28/02/2002 AN	Legislature Secretariat	Confidential Assistant Sr. Gr.	5950	NI wef 1/3/02
Legislature Secretariat	State Subordinate	01/03/2002 FN	13/05/2002 FN	Legislature Secretariat	Confidential Assistant Sr. Gr.	6100	Posted as Trainee Asst. wef 13/5/02 as per Or No 12642/ACA2/00 /Leg dt 13/5/02
Legislature Secretariat	State Subordinate	13/05/2002 FN	12/05/2003 AN	Legislature Secretariat	Assistant	6100	Posted as Trainee Asst. wef 13/5/02 as per Or No 12642/ACA2/00 /Leg dt 13/5/02. Probation declared wef 13/5/03
Legislature Secretariat	State Subordinate	01/03/2003 FN	28/02/2004 AN	Legislature Secretariat	Confidential Assistant Sr. Gr.	6275	NI wef 1/3/04

Legislature Secretariat	State Subordinate	01/03/2004 FN	01/06/2004 AN	Legislature Secretariat	Confidential Assistant Sr. Gr.	6450	Promoted as Sect. Officer wef 2/6/04 as per Or NO GO(MS)698/04/ Leg dt 2/6/04 in the scazole of pay 6500-10550. Confirmed Sect. O fficer wef 1/7/05 as per Or No 8786/ACE1/06/ Leg dt 6/6/06
Legislature Secretariat	State Gazetted	02/06/2004 FN	30/06/2010 AN	Legislature Secretariat	Under Secretary	15890	
Legislature Secretariat	State Gazetted	01/07/2010 FN	31/03/2011 AN	Legislature Secretariat	Deputy Secretary	20700	
Legislature Secretariat	State Gazetted	01/04/2011 FN	31/03/2012 AN	Legislature Secretariat	Deputy Secretary	40640	
Legislature Secretariat	State Gazetted	01/04/2012 FN	31/03/2013 AN	Legislature Secretariat	Deputy Secretary	41640	
Legislature Secretariat	State Gazetted	01/04/2013 FN	02/05/2013 AN	Legislature Secretariat	Deputy Secretary	42640	
Legislature Secretariat	State Gazetted	03/05/2013 FN	30/04/2014 AN	Legislature Secretariat	Joint Secretary	44640	
Legislature Secretariat	State Gazetted	01/05/2014 FN	30/04/2014 AN	Legislature Secretariat	Joint Secretary	45640	
Legislature Secretariat	State Gazetted	01/07/2014 FN	30/04/2015 AN	Legislature Secretariat	Joint Secretary	95000	
Legislature Secretariat	State Gazetted	01/05/2015 FN	30/04/2016 AN	Legislature Secretariat	Joint Secretary	97000	
Legislature Secretariat	State Gazetted	01/05/2016 FN	05/06/2016 AN	Legislature Secretariat	Joint Secretary	99200	
Legislature Secretariat	State Gazetted	06/06/2016 FN	30/04/2017 AN	Legislature Secretariat	Additional Secretary	101400	
Legislature Secretariat	State Gazetted	01/05/2017 FN	30/04/2018 AN	Legislature Secretariat	Additional Secretary	103600	
Legislature Secretariat	State Gazetted	01/05/2018 FN	31/05/2018 AN	Legislature Secretariat	Additional Secretary	105800	
Legislature Secretariat	State Gazetted	01/06/2018 FN	19/03/2019 AN	Legislature Secretariat	Special Secretary	108000	

Disciplinary Actions												
Ref No	Ref date	Nature of charge	Enquiry officer	File No	Penalty	Penalty remarks	Penalty start date	Penalty order No	Penalty order date	Penalty revoke order date	Revoke order no	Revoke order date

Details of Award Received					
Department	District	Office	Nature Of Award	Purpose	Date Of Award

Leave On Credit		
As On Date	Leave Type	Days On Credit
07/05/2015	Earned Leave	261.00
22/10/2015	Half Pay Leave	214.00
04/08/2016	Earned Leave	270.00
08/04/2017	Half Pay Leave	244.00
09/06/2017	Earned Leave	267.00
05/11/2017	Half Pay Leave	222.00
27/05/2018	Half Pay Leave	230.00
20/03/2019	Half Pay Leave	238.00
31/03/2019	Earned Leave	0.00

Leave Availed					
Leave Type	From Date	To Date	Purpose	Sanction No	Sanction By
Maternity Leave	26/05/1988	22/08/1988			US
Commutd Leave	07/02/1990	17/02/1990			US
Commutd Leave	22/02/1993	27/02/1993			US
Commutd Leave	25/03/1993	03/04/1993			US
Commutd Leave	30/09/1993	01/10/1993			US
Commutd Leave	29/10/1993	30/10/1993			US
Commutd Leave	10/11/1993	11/11/1993			US

Commuted Leave	05/09/1996	12/09/1996			US
Earned Leave	12/11/1996	12/11/1996	Dias non regl.		US
Commuted Leave	16/12/1996	21/12/1996			US
Commuted Leave	17/03/1997	21/03/1997			US
Earned Leave	04/03/1998	07/03/1998			US
Commuted Leave	11/05/1998	21/05/1998			US
Commuted Leave	27/11/1999	30/11/1999			US
Commuted Leave	02/12/1999	02/12/1999			US
Commuted Leave	17/01/2000	29/01/2000			US
Commuted Leave	10/04/2000	12/04/2000			US
Commuted Leave	01/11/2000	04/11/2000			US
Dies-Non	10/01/2002	10/01/2002			US
Dies-Non	06/02/2002	27/02/2002			US
Dies-Non	01/03/2002	08/03/2002			
Commuted Leave	19/02/2004	28/02/2004			US
Commuted Leave	08/03/2004	12/03/2004			US
Commuted Leave	24/03/2014	29/03/2014			us
Commuted Leave	19/05/2014	30/06/2014			us
Commuted Leave	20/10/2014	21/10/2014			us
Commuted Leave	17/03/2015	21/03/2015			us
Commuted Leave	22/06/2015	27/06/2015			us
Commuted Leave	06/07/2015	10/07/2015			us
Commuted Leave	19/10/2015	21/10/2015			us
Commuted Leave	03/04/2017	07/04/2017			us
Commuted Leave	25/10/2017	04/11/2017			us
Commuted Leave	21/05/2018	26/05/2018			us

Encashment of Leave During Service				
As on date	No. of days	Amount	Sanction Order No	Sanction Date
16/05/1988	26	0		
01/02/1989	15	0		
16/01/1991	45	0		
01/12/1991	45	0		
15/09/1992	30	0		
10/02/1993	13	0		
12/08/1993	15	0		
04/09/1993	19	0		
11/04/1994	15	0		
05/04/1995	15	0		
08/04/1996	15	0		
01/04/1997	15	0		
01/04/1998	15	0		
01/04/1999	20	0		
01/04/2000	20	0		
01/04/2001	20	0		
01/07/2003	10	0		
01/04/2004	10	0		
20/04/2012	30	50552	1794	04/06/2012
14/06/2013	30	71094	98235	03/07/2013
16/05/2014	30	77238	2639	16/06/2014
07/05/2015	30	86882	2254	02/06/2015
04/08/2016	30	114026	201601600083960	03/09/2016
09/06/2017	30	121604	20170100057761	27/07/2017

Nominations for PF, Pensionary and other claims					
Benefit Name	Nominee name	Nominee address	Relationship	Invalid on the happening of	Amount Portion
S.L.I	Sreekumar K S	Krishna Priya, TC 2/1151(1),Medical College,Murinjapalam,TVM	Husband		Full

Annual Performance Report submission details			
Period from	Period To	Submitted(Y/ N)	Submitted Date

Annual Property Return submission details			
Period from	Period To	Submitted(Y/ N)	Submitted date

Details of official accommodation availed (Quarters)						
Station	From date	To date	Is Eligible for HRA	Address	Sanction No	Sanction date

Details of disbursement of loans like HBA, MCA, GPF advance etc.						
Loan Item	Instalment No.	Disbursement date	Amount	Order number	Order date	

Details of current Loans/ Advance Recovery									
Loan Item	Loan Acc No	Loan Amount	Instalment Amount	No.of Instalments	Last Instalment No.	Amount already paid	Status	Freeze Recovery	Principal or Interest

Details of benefits like GPF, GI, SLI, FBS, D.C.R.G, Pension etc						
Benefit Type	Identifying No.		Sum Assured	Subscription	Risk Effect From	Maturity Date
G.P.F	P&L 857			0	01/02/1988	
S.L.I	KSID/LI/720075815			70		
S.L.I	KSID/LI/729600884			50		
S.L.I	KSID/LI/85887/88			30	01/01/1988	

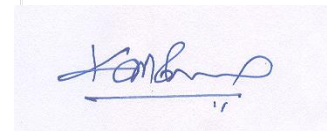
Present Salary Details					
Basic Pay:	108000	Bill type:	Gazetted Officers1	Acquittance Group:	
Last Change Date:	20/03/2019	Next Incr. Date:	20/03/2020		
Credit To Bank:	Y	Bank:		Account No.:	701090100000150

Additional Pay and Allowances		
Description	Amount	W.E.Date

Deductions and Recoveries			
S/No.	Deduction	Amount	Details
1	State Life Insurance-sub(129)	70	70
3	State Life Insurance-sub(129)	50	50
4	State Life Insurance-sub(129)	200	200
2	LIC Premium(303)	282	282
3	LIC Premium(303)	1342	1342
4	LIC Premium(303)	947	947
1	Income tax(311)	29430	29430
0	Group Insurance Scheme(324)	600	600
0	GPAI Scheme(375)	400	400
1	CMDRF-Flood Relief	16176	16176
1	Arrear to PF(709)	6084	6084
1	Ocki Relief Fund Contribution	4000	4000

Government of Kerala
Service and Payroll Administrative Repository for Kerala
Employee Data Sheet

PEN : 176310 **Name :** Mohan Das K



Personal Memoranda

Sex :	M	Nationality :	India
Date of birth :	28/05/1960	Date of superannuation :	31/05/2016
Father's Name:	Krishna Kurup K	Mother's Name:	Janaki Amma K
Blood group :	O +	Religion :	Hindu
Caste :	Nair	Category(SC/ST/OBC/OC/GEN) :	Gen
Ex-service Men(Yes/No):	N	Physically handicapped(Yes/No) :	N
If Yes, Nature of Hanicap:			
PAN Number :	AEUPK6493H	Ration Card No:	
Voter Id Card No:		Marital Status :	M
Spouse's Name :	Rajalekshmi P	Is Inter Religion / Caste(Yes/No) :	
Spouse's Religion:	Hindu	Spouse's Caste :	
Is Spouse Employed(Yes/No):	N	Spouse Employed In :	
Identification Marks 1 :	A small black mole on the right middle finger		
2 :	A narrow wound scar on the right thumb		
Height(cm) :	168		

Present Service Details

Department :	Legislature Secretariat	Office :	Legislature Secretariat
Section :		Seat No :	
Employment Type :	Regular	Service category :	State Gazetted
Designation :	Special Secretary	SDO Code :	050957
P F Type :	GPFKERALA	P F Number :	P&L774
Date of joining in Gov. Service :	06/08/1984	Date of joining in the Department :	06/08/1984

Details of parent department, if currently on deputaion

Parent Department :		Parent Office :	
Designation :		Deputaion w.e.f :	
Deputaion Year :		Deputation Months :	
Order Number :		Order Date :	

Present Address

House No and Name: Govt.Quarters A-16,
Street Name : Observatory Lane,
Place : Museum, Vikas Bhavan P.O.
Pin : 695033
State : Kerala
District : Thiruvananthapuram
Taluk : Thiruvananthapuram
Village : Vanchiyoor
Phone Number : 04712332360
Home Town : Mokeri
E-mail Address : mohandasmokeri@gmail.com

Permanent Address

House No and Name: Kekkandiyil House
Street Name : Mokeri P O
Place : Kakkattil(Via), Kozhikkode
Pin : 673 516
State : Kerala
District : Kozhikode
Taluk : Vadakara
Village : Kunnummal
Phone Number : 04712512194
Mobile Number : 9446054360

Recruitment Details

Source:	PSC	Type:	General	Method:	Direct
Adv. memo No.:	RIA(1) 6321/84-(II)/PSC	Adv. Memo Date:	05/04/1984	SI No. in Memo:	0
App. order No:	1685/CA80/84	App. order Date:	06/08/1984	Entry Category:	State Gazetted
Is Dist. Recruit ?	Y	Selected District:			

Police Verification Details

Ref No. :		Ver Report Date:		Police Station:	
Remarks :					

Qualifications

Course Type	Course Name	Subject	University	Institution	Class Obtained	Reg No.	Year Of Pass
Graduation-Arts	B.A	English	Calicut University		Passed		0
Graduation-Education	B.Ed	English	Calicut University		Second Class	387	1983
Graduation-Law	LLB	Law	Kerala University		Passed		0
Post Graduation-Arts	M.A	Malayalam Language & Literature	Calicut University		Second Class	361	1982
Post Graduation-Arts	M.A	English Language & Literature	Calicut University		Second Class	571	1990
Post Graduation - Education	M.Ed	Education	Madurai Kamaraj University		Second Class	1920	1985
Matriculation	SSLC	General	Board of public examinations		Passed	24272	1975

Details Of Dependents		
Name	Relationship	Date Of Birth

Departmental Tests Passed							
Department	Test Name	Month	Year	Reg No.	Certificate No	Certificate Date	
Legislature Secretariat	Account Test Higher	2	1986	2534	6072/86	22/10/1986	
Legislature Secretariat	Account Test Lower	2	1986	2534	6071/86	22/10/1986	
Legislature Secretariat	Secretariat Manual	7	1985	4454	2356/86	24/05/1986	

Details of Training Programs Attended							
Course Title	Sponsored By	Conducted By	City Name	Country	Qualification	Training From	Training To

Previous Qualifying Services					
Office	Post Held	Date From	Date To	Reason For Termination	

Details of Declaration of Probation						
Department	District	Office	Designation	With Effect From	Probation Order No	Probation Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	20/08/1986	14974/AC.A4/86/Leg	06/11/1986

Details of Regularisation						
Department	District	Office	Designation	Date of Entry	Order No	Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	06/08/1984	1685/CA80/84	30/01/1982

Service Details							
Department	Category	Date From	Date To	Office	Designation	Basic Pay	Remarks
Legislature Secretariat	State Subordinate	06/08/1984 FN	31/07/1985 AN	Legislature Secretariat	Assistant Grade-II	755	Joined duty on 6/8/84. Pay rev wef 6/8/84 (675-1125)as per Ord No GO(P) 515/85/Fin dt 16/9/85
Legislature Secretariat	State Subordinate	01/08/1985 FN	19/08/1986 AN	Legislature Secretariat	Assistant Grade-II	775	NI due to declaration of probation wef 20/8/86. Confirmed the post of Gr.II Asst wef 31/8/85 as per Ord No 12077/AC.A2/0 5/Leg dt 3/6/06.

Legislature Secretariat	State Subordinate	20/08/1986 FN	26/04/1987 AN	Legislature Secretariat	Assistant Grade-II	795	Promotion wef 27/4/87 as per Ord No 562/AC.A4/86/L eg dt 29/6/87. On deputation wef 15/11/86 as per Ord No 11289/AC.A4/86/L eg dt 14/11/86 at Calicut Devpt Authority, reverted on 22/11/88.
Legislature Secretariat	State Subordinate	27/04/1987 FN	01/07/1987 AN	Legislature Secretariat	Assistant Grade-I	820	Promotion wef 27/4/87 as per Ord No 562/AC.A4/86/L eg dt 29/6/87. Reverted as Asst Gr.II wef 2/7/87 as per Ord No 4621/AC.A4/87/ Leg dt 9/7/97.
Legislature Secretariat	State Subordinate	02/07/1987 FN	19/07/1987 AN	Legislature Secretariat	Assistant Grade-II	795	Reverted as Asst Gr.II wef 2/7/87 as per Ord No 4621/AC.A4/87/ Leg dt 9/7/97. Promoted as Asst Gr.I wef 20/7/87 as per Ord No 4621/AC.A4/87/ Leg dt 2/9/87.
Legislature Secretariat	State Subordinate	20/07/1987 FN	31/07/1987 AN	Legislature Secretariat	Assistant Grade-I	820	Promoted as Asst Gr.I wef 20/7/87 as per Ord No 4621/AC.A4/87/ Leg dt 2/9/87. Ni wef 1/8/87
Legislature Secretariat	State Subordinate	01/08/1987 FN	29/08/1987 AN	Legislature Secretariat	Assistant Grade-I	840	Reverted as Asst Gr.II wef 30/8/87 as per Ord No 4621/AC.A4/87/ Leg dt 3/10/87.
Legislature Secretariat	State Subordinate	30/08/1987 FN	23/09/1987 AN	Legislature Secretariat	Assistant Grade-II	840	Reverted as Asst Gr.II wef 30/8/87 as per Ord No 4621/AC.A4/87/ Leg dt 3/10/87. Promoted as Asst Gr.I wef 24/9/87 as per Ord no 4621/AC.A4/87/ Leg dt 8/10/87.
Legislature Secretariat	State Subordinate	24/09/1987 FN	31/07/1988 AN	Legislature Secretariat	Assistant Grade-I	840	Promoted as Asst Gr.I wef 24/9/87 as per Ord no 4621/AC.A4/87/ Leg dt 8/10/87. NI wef 1/8/88.
Legislature Secretariat	State Subordinate	01/08/1988 FN	31/07/1989 AN	Legislature Secretariat	Assistant Grade-I	1190	Pay rev wef 1/12/88 (865-1450) as per Ord No GO(P)/480/89/F in dt 1/11/89
Legislature Secretariat	State Subordinate	01/08/1989 FN	31/07/1990 AN	Legislature Secretariat	Assistant Grade-I	1220	On deputation on 1/2/90 as per Ord No GO(MS) 306/90/Leg dt 10/4/90 at KSDC for SC/ST, Relived from 22/1/92 as per Ord No 3513/AC.A4/89/ Leg dt 11/2/92.

Legislature Secretariat	State Subordinate	01/08/1990 FN	31/07/1991 AN	Legislature Secretariat	Assistant Grade-I	1250	NI wef 1/8/91. Confirmed the post of Gr.I Asst wef 23/11/90 as per Ord No 12077/AC.A2/05/Leg dt 3/6/06.
Legislature Secretariat	State Subordinate	01/08/1991 FN	31/01/1992 AN	Legislature Secretariat	Assistant Grade-I	1290	Estt matters trfd to Legislator's Hostel wef 1/2/92 as per Ord No 3513/AC.A4/89/Leg dt 5/2/92.
Legislature Secretariat	State Subordinate	01/02/1992 FN	28/02/1992 AN	Legislature Secretariat	Assistant Grade-I	1290	Promoted as Sr.Gr. Asst wef 1/3/92 as per Ord No 6552/AC.A4/96/Leg dt 20/5/96. Pay rev wef 1/3/92 as per ord no GO(P)/600/93/F in dt 25/3/93.
Legislature Secretariat	State Subordinate	01/03/1992 FN	30/06/1992 AN	Legislature Secretariat	Assistant - Senior Grade	1640	Promoted as Sr.Gr. Asst wef1/3/92as per Ord No6552/AC.A4/96/Leg dt 20/5/96.Pay rev wef1/3/92as per ord noGO(P)/600/93/Fin dt 25/3/93.Jr.Sr.R etification anomaly wef 1/7/92as per Ord No 808/96/leg6/8/96
Legislature Secretariat	State Subordinate	01/07/1992 FN	30/06/1993 AN	Legislature Secretariat	Assistant - Senior Grade	1700	Jr.Sr.Retificatio n anomaly wef 1/7/92as per Ord No 808/96/leg dt 6/8/96. Confirmed the post of Sr. Gr. Asst wef 1/5/92 as per Ord No 12077/AC.A2/05/Leg dt 3/6/06.
Legislature Secretariat	State Subordinate	01/07/1993 FN	12/04/1994 AN	Legislature Secretariat	Assistant - Senior Grade	1760	Promoted as Selection Gr. Asst wef 13/4/94
Legislature Secretariat	State Subordinate	13/04/1994 FN	30/09/1994 AN	Legislature Secretariat	Assistant Section Officer	1880	Promoted as Selection Gr. Asst wef 13/4/94. Reverted as Assistant - Senior Grade wef 1/10/94
Legislature Secretariat	State Subordinate	01/10/1994 FN	13/02/1995 AN	Legislature Secretariat	Assistant - Senior Grade	1820	Reverted as Assistant - Senior Grade wef 1/10/94. Promoted as Assistant - Selection Grade wef 14/2/95.
Legislature Secretariat	State Subordinate	14/02/1995 FN	31/03/1995 AN	Legislature Secretariat	Assistant Section Officer	1940	Promoted as Assistant - Selection Grade wef 14/2/95. Reverted as Assistant - Senior Grade wef 1/4/95.

Legislature Secretariat	State Subordinate	01/04/1995 FN	23/04/1995 AN	Legislature Secretariat	Assistant - Senior Grade	1820	Reverted as Assistant - Senior Grade wef 1/4/95. Promoted as Assistant - Selection Grade wef 24/4/95
Legislature Secretariat	State Subordinate	24/04/1995 FN	30/06/1995 AN	Legislature Secretariat	Assistant Section Officer	1940	Promoted as Assistant - Selection Grade wef 24/4/95. NI wef 1/7/95
Legislature Secretariat	State Subordinate	01/07/1995 FN	30/06/1996 AN	Legislature Secretariat	Assistant Section Officer	2000	NI wef 1/7/96
Legislature Secretariat	State Subordinate	01/07/1996 FN	28/02/1997 AN	Legislature Secretariat	Assistant Section Officer	2060	Pay rev wef 1/3/97(4600-7125) as per GO(P) 3000/98/Fin dt 25/11/98. Jr Sr Rectification wef 1/4/97 as per GO(MS) 552/99/Leg dt 2/6/99.
Legislature Secretariat	State Subordinate	01/03/1997 FN	30/06/1997 AN	Legislature Secretariat	Assistant Section Officer	5950	Pay rev wef 1/3/97(4600-7125) as per GO(P) 3000/98/Fin dt 25/11/98. Jr Sr Rectification wef 1/4/97 as per GO(MS) 552/99/Leg dt 2/6/99.
Legislature Secretariat	State Subordinate	01/07/1997 FN	30/06/1998 AN	Legislature Secretariat	Assistant Section Officer	6100	NI wef 1/7/98. Confirmed the post of Selection Gr. Asst wef13/3/98 as per Ord No 12077/AC.A2/0 5/Leg dt 3/6/06.
Legislature Secretariat	State Subordinate	01/07/1998 FN	30/06/1999 AN	Legislature Secretariat	Assistant Section Officer	6275	NI wef 1/7/99
Legislature Secretariat	State Subordinate	01/07/1999 FN	30/06/2000 AN	Legislature Secretariat	Assistant Section Officer	6450	NI wef 1/7/00
Legislature Secretariat	State Subordinate	01/07/2000 FN	28/02/2001 AN	Legislature Secretariat	Assistant Section Officer	6625	Promoted as SO wef 1/3/01 as per Ord No GO(MS) 222/2001/Leg dt 1/3/01.
Legislature Secretariat	State Gazetted	01/03/2001 FN	31/03/2011 AN	Legislature Secretariat	Deputy Secretary	21700	
Legislature Secretariat	State Gazetted	01/04/2011 FN	30/06/2011 AN	Legislature Secretariat	Joint Secretary	42640	
Legislature Secretariat	State Gazetted	01/07/2011 FN	30/11/2012 AN	Legislature Secretariat	Special Secretary	47640	
Legislature Secretariat	State Gazetted	01/12/2012 FN	30/06/2013 AN	Legislature Secretariat	Special Secretary	48640	
Legislature Secretariat	State Gazetted	01/07/2013 FN	30/06/2014 AN	Legislature Secretariat	Special Secretary	49740	
Legislature Secretariat	State Gazetted	01/07/2014 FN	31/12/2014 AN	Legislature Secretariat	Special Secretary	105800	
Legislature Secretariat	State Gazetted	01/01/2015 FN	30/06/2015 AN	Legislature Secretariat	Special Secretary	105800	

Disciplinary Actions												
Ref No	Ref date	Nature of charge	Enquiry officer	File No	Penalty	Penalty remarks	Penalty start date	Penalty order No	Penalty order date	Penalty revoke order date	Revoke order no	Revoke order date

Details of Award Received						
Department	District	Office	Nature Of Award	Purpose	Date Of Award	

Leave On Credit

As On Date	Leave Type	Days On Credit
16/02/2001	Earned Leave	159.00
01/03/2001	Half Pay Leave	162.00
05/08/2010	Half Pay Leave	186.00
01/04/2015	Earned Leave	246.00
10/05/2016	Half Pay Leave	276.00
31/05/2016	Earned Leave	0.00

Leave Availed					
Leave Type	From Date	To Date	Purpose	Sanction No	Sanction By
Dies-Non	16/07/1985	16/07/1985			US
Dies-Non	07/08/1985	17/08/1985			US
Dies-Non	28/02/1986	28/02/1986			US
Dies-Non	06/06/1986	06/06/1986			US
Commuted Leave	30/08/1989	30/08/1989			US
Commuted Leave	25/10/1989	25/10/1989			US
Commuted Leave	30/11/1989	30/11/1989			US
Commuted Leave	04/12/1989	08/12/1989			US
Commuted Leave	07/05/1990	11/05/1990			US
Commuted Leave	21/05/1990	24/05/1990			US
Commuted Leave	27/08/1991	07/09/1991			US
Commuted Leave	20/11/1991	22/11/1991			US
Commuted Leave	21/12/1991	21/12/1991			US
Half Pay Leave	04/02/1992	20/02/1992			US
Commuted Leave	15/02/1993	27/02/1993			US
Commuted Leave	24/11/1993	24/11/1993	Dias-Non Regularised		US
Earned Leave	26/09/1994	07/10/1994			US
Commuted Leave	20/05/1995	26/05/1995			US
Commuted Leave	24/07/1995	08/08/1995			US
Commuted Leave	07/03/1996	07/03/1996	Dias-Non Regularised		US
Commuted Leave	08/12/2000	15/12/2000			US

Encashment of Leave During Service				
As on date	No. of days	Amount	Sanction Order No	Sanction Date
01/02/1986	28	0		
01/02/1989	28	0		
01/02/1990	30	0		
01/11/1990	15	0		
01/02/1991	20	0		
01/08/1991	20	0		
01/06/1992	29	0		
01/11/1992	14	0		
03/05/1993	16	0		
01/09/1993	11	0		
01/11/1994	15	0		
01/09/1995	15	0		
01/04/1996	15	0		
01/04/1997	15	0		
01/04/1998	15	0		
01/04/1999	20	0		
01/07/2000	20	0		
01/04/2012	30	60007	1788	12/05/2012
01/04/2013	30	72473	11716	05/04/2013
01/04/2014	30	83219	21699	22/04/2014
01/04/2015	30	93842	444	23/04/2015

Nominations for PF, Pensionary and other claims					
Benefit Name	Nominee name	Nominee address	Relationship	Invalid on the happening of	Amount Portion
G.P.F	Krishna Kurup K	Kekkandiyil House, Mokeri P O, Kakkattil(Via), Kozhikkode, Pin-673 516	Father		Full

Annual Performance Report submission details			
Period from	Period To	Submitted(Y/ N)	Submitted Date

Annual Property Return submission details

Period from	Period To	Submitted(Y/ N)	Submitted date

Details of official accommodation availed (Quarters)						
Station	From date	To date	Is Eligible for HRA	Address	Sanction No	Sanction date
TVPM	01/01/2001	31/03/2016	N	Govt. Quarters No. A 16, Observatory Lane, Museum,	1	01/01/2001

Details of disbursement of loans like HBA, MCA, GPF advance etc.						
Loan Item	Instalment No.	Disbursement date	Amount	Order number	Order date	

Details of current Loans/ Advance Recovery									
Loan Item	Loan Acc No	Loan Amount	Instalment Amount	No.of Instalments	Last Instalment No.	Amount already paid	Status	Freeze Recovery	Principal or Interest

Details of benefits like GPF, GI, SLI, FBS, D.C.R.G, Pension etc						
Benefit Type	Identifying No.	Sum Assured	Subscription	Risk Effect From	Maturity Date	

Present Salary Details					
Basic Pay:	108000	Bill type:	Gazetted Officers1	Acquittance Group:	
Last Change Date:	01/07/2015	Next Incr. Date:	31/05/2015		
Credit To Bank:	Y	Bank:		Account No.:	701090100000199

Additional Pay and Allowances		
Description	Amount	W.E.Date

Deductions and Recoveries			
SINo.	Deduction	Amount	Details
0	Family Benefit Scheme(301)	50	50
0	House Rent(302)	2198	2198
1	House Rent(302)	2160	2160
1	LIC Premium(303)	785	785
2	LIC Premium(303)	601	601
0	Income tax(311)	4000	4000
0	Group Insurance Scheme(324)	300	300
0	GPAI Scheme(375)	300	300
0	GPF - Monthly Sub.(701)	50000	50000
1	Arrear to PF(709)	15915	15915

Government of Kerala
Service and Payroll Administrative Repository for Kerala
Employee Data Sheet

PEN : 176327 **Name :** Girija P K



Personal Memoranda

Sex :	F	Nationality :	India
Date of birth :	25/05/1962	Date of superannuation :	31/05/2018
Father's Name:	Parameswaran Pillai S	Mother's Name:	Pankajashi Amma
Blood group :	A+	Religion :	Hindu
Caste :	Nair	Category(SC/ST/OBC/OC/GEN) :	Gen
Ex-service Men(Yes/No):	N	Physically handicapped(Yes/No) :	N
If Yes, Nature of Hanicap:			
PAN Number :	AKFPG7297L	Ration Card No:	
Voter Id Card No:		Marital Status :	M
Spouse's Name :	A Jayakumar	Is Inter Religion / Caste(Yes/No) :	
Spouse's Religion:	Hindu	Spouse's Caste :	Nair
Is Spouse Employed(Yes/No):	Y	Spouse Employed In :	TTP Ltd Trivandrum
Identification Marks 1 :	A balck mole on the right eyebrow		
2 :	A mole in the right collar bone		
Height(cm) :	155		

Present Service Details

Department :	Legislature Secretariat	Office :	Legislature Secretariat
Section :		Seat No :	
Employment Type :	Regular	Service category :	State Gazetted
Designation :	Special Secretary	SDO Code :	081019
P F Type :	GPFKERALA	P F Number :	P&L916
Date of joining in Gov. Service :	07/10/1988	Date of joining in the Department :	07/10/1988

Details of parent department, if currently on deputaion

Parent Department :		Parent Office :	
Designation :		Deputaion w.e.f :	
Deputaion Year :		Deputation Months :	
Order Number :		Order Date :	

Present Address

House No and Name: Kailas Giri,
Street Name : Chempazenthy,
Place : Thiruvananthapuram
Pin : 695587
State : Kerala
District : Thiruvananthapuram
Taluk : Thiruvananthapuram
Village : Uliyazhthara
Phone Number : 9567514589
Home Town : Thiruvananthapuram
E-mail Address : girijapillai9@gmail.com

Permanent Address

House No and Name: Kailas Giri,
Street Name : Chempazenthy,
Place : Thiruvananthapuram
Pin : 695587
State : Kerala
District : Thiruvananthapuram
Taluk : Thiruvananthapuram
Village : Uliyazhthara
Phone Number : 9567514589
Mobile Number : 9567514589

Recruitment Details

Source:	PSC	Type:	General	Method:	Direct
Adv. memo No.:	RIA(1)38149/87/GW2/KPS C	Adv. Memo Date:	15/09/1988	SI No. in Memo:	0
App. order No:	RIA(1)38149/87/GW2/KPS C	App. order Date:	15/09/1988	Entry Category:	State Subordinate
Is Dist. Recruit ?	N	Selected District:			

Police Verification Details

Ref No. :		Ver Report Date:		Police Station:	
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Remarks :	
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Qualifications							
Course Type	Course Name	Subject	University	Institution	Class Obtained	Reg No.	Year Of Pass
Graduation-Arts	BSC	Science	University of Kerala		Passed	37072	1982
Certificate	HDC	HDC	Board of Technical Education		Passed	558	0
Matriculation	SSLC	General	Board of Public Examinations		Passed	164433	1977

Details Of Dependents		
Name	Relationship	Date Of Birth

Departmental Tests Passed						
Department	Test Name	Month	Year	Reg No.	Certificate No	Certificate Date
Legislature Secretariat	Account Test Lower (Paper-4)	11	1990	3464	14629/91	15/11/1991
Legislature Secretariat	Account Test Lower (Paper-3)	5	1989	2017	14629/91	15/11/1991
Legislature Secretariat	Account Test Lower (Paper-2)	5	1989	2017	14629/91	15/11/1991
Legislature Secretariat	Account Test Lower (Paper-1)	5	1989	2017	14629/91	15/11/1991
Legislature Secretariat	Secretariat Manual	5	1989	2017	12405/90	16/10/1996

Details of Training Programs Attended							
Course Title	Sponsored By	Conducted By	City Name	Country	Qualification	Training From	Training To

Previous Qualifying Services				
Office	Post Held	Date From	Date To	Reason For Termination

Details of Declaration of Probation						
Department	District	Office	Designation	With Effect From	Probation Order No	Probation Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	07/10/1990	12512/ACA1/90/Leg	03/12/1990

Details of Regularisation						
Department	District	Office	Designation	Date of Entry	Order No	Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	07/10/1988	2137/ACA1/88/Leg	26/11/1988

Service Details							
Department	Category	Date From	Date To	Office	Designation	Basic Pay	Remarks
Legislature Secretariat	State Subordinate	07/10/1988 FN	30/09/1989 AN	Legislature Secretariat	Assistant Grade-II	950	Joined duty at Leg Secratariate wef 7/10/88. Pay rev. wef 7/10/88 as per GO(P)480/89/Fi n dt 1/11/89
Legislature Secretariat	State Subordinate	01/10/1989 FN	06/10/1990 AN	Legislature Secretariat	Assistant Grade-II	975	Increment on Probation wef 7/10/90
Legislature Secretariat	State Subordinate	07/10/1990 FN	30/09/1991 AN	Legislature Secretariat	Assistant Grade-II	1000	NI wef 1/10/91
Legislature Secretariat	State Subordinate	01/10/1991 FN	15/12/1991 AN	Legislature Secretariat	Assistant Grade-II	1025	Promoted as Asst. Gr I wef 16/12/91 as per Or No 7861/ACA4/Leg dt 11/2/92
Legislature Secretariat	State Subordinate	16/12/1991 FN	01/03/1992 FN	Legislature Secretariat	Assistant Grade-I	1075	Promoted as Asst. Gr I wef 16/12/91 as per Or No 7861/ACA4/Leg dt 11/2/92. Pay rev. wef 1/3/92 as per gO(P)600/93/Fi n dt 25/9/93

Legislature Secretariat	State Subordinate	01/03/1992 FN	30/09/1992 AN	Legislature Secretariat	Assistant Grade-I	1350	Pay rev. wef 1/3/92 as per gO(P)600/93/Fin dt 25/9/93. NI wef 1/10/92
Legislature Secretariat	State Subordinate	01/10/1992 FN	30/09/1993 AN	Legislature Secretariat	Assistant Grade-I	1380	NI wef 1/10/93
Legislature Secretariat	State Subordinate	01/10/1993 FN	30/09/1994 AN	Legislature Secretariat	Assistant Grade-I	1130	NI wef 1/10/94
Legislature Secretariat	State Subordinate	01/10/1994 FN	30/01/1995 AN	Legislature Secretariat	Assistant Grade-I	1440	Promoted as Sr Gr Asst. wef 31/1/95 as per Or No 7079/ACA4/95/ Leg dt 17/4/95
Legislature Secretariat	State Subordinate	31/01/1995 FN	31/12/1995 AN	Legislature Secretariat	Assistant - Senior Grade	1640	Promoted as Sr Gr Asst. wef 31/1/95 as per Or No 7079/ACA4/95/ Leg dt 17/4/95. NI wef 1/1/96
Legislature Secretariat	State Subordinate	01/01/1996 FN	30/09/1996 AN	Legislature Secretariat	Assistant - Senior Grade	1700	Promoted as Sr Gr Asst. wef 31/1/95 as per Or No 7079/ACA4/95/ Leg dt 17/4/95. NI wef 1/1/96
Legislature Secretariat	State Subordinate	01/10/1996 FN	01/03/1997 FN	Legislature Secretariat	Assistant - Senior Grade	1820	Pay rev. wef 1/3/97 as per GO(P)3000/98/ Fin dt 25/11/98
Legislature Secretariat	State Subordinate	01/03/1997 FN	30/04/1997 AN	Legislature Secretariat	Assistant - Senior Grade	5500	Pay rev. wef 1/3/97 as per GO(P)3000/98/ Fin dt 25/11/98. Jr Sr. fixation wef 1/5/97 as per gO(MS)552/99/ Leg dt 2/6/99
Legislature Secretariat	State Subordinate	01/05/1997 FN	30/04/1998 AN	Legislature Secretariat	Assistant - Senior Grade	5650	NI wef 1/5/98
Legislature Secretariat	State Subordinate	01/05/1998 FN	31/01/1999 AN	Legislature Secretariat	Assistant - Senior Grade	5800	Promoted as Sl. Gr Asst. wef 1/2/99 as per Or No 5626/ACA4/97/ Leg dt 15/3/99
Legislature Secretariat	State Subordinate	01/02/1999 FN	30/04/1999 AN	Legislature Secretariat	Assistant Section Officer	6100	NI wef 1/5/99
Legislature Secretariat	State Subordinate	01/05/1999 FN	30/04/2000 AN	Legislature Secretariat	Assistant Section Officer	6275	NI wef 1/5/00
Legislature Secretariat	State Subordinate	01/05/2000 FN	30/04/2001 AN	Legislature Secretariat	Assistant Section Officer	6450	NI wef 1/5/01
Legislature Secretariat	State Subordinate	01/05/2001 FN	30/04/2002 AN	Legislature Secretariat	Assistant Section Officer	6625	NI wef 1/5/02
Legislature Secretariat	State Subordinate	01/05/2002 FN	30/04/2003 AN	Legislature Secretariat	Assistant Section Officer	6800	NI wef 1/5/03
Legislature Secretariat	State Subordinate	01/05/2003 FN	02/04/2004 AN	Legislature Secretariat	Assistant Section Officer	6975	Promoted as SO wef 3/4/04 as per Or No GO(MS)421/04/ Leg dt 3/4/04
Legislature Secretariat	State Gazetted	03/04/2004 FN	30/04/2004 AN	Legislature Secretariat	Section Officer	6975	Promoted as SO wef 3/4/04 as per Or No GO(MS)421/04/ Leg dt 3/4/04. NI wef 1/5/04
Legislature Secretariat	State Gazetted	01/05/2010 FN	09/12/2010 AN	Legislature Secretariat	Under Secretary	17550	
Legislature Secretariat	State Gazetted	10/12/2010 FN	31/03/2011 AN	Legislature Secretariat	Under Secretary (HG)	36140	
Legislature Secretariat	State Gazetted	01/04/2011 FN	31/03/2012 AN	Legislature Secretariat	Deputy Secretary	40640	
Legislature Secretariat	State Gazetted	01/04/2012 FN	30/11/2012 AN	Legislature Secretariat	Deputy Secretary	41640	
Legislature Secretariat	State Gazetted	01/12/2012 FN	30/11/2013 AN	Legislature Secretariat	Joint Secretary	44640	
Legislature Secretariat	State Gazetted	01/12/2013 FN	30/06/2014 AN	Legislature Secretariat	Joint Secretary	45640	

Legislature Secretariat	State Gazetted	01/07/2014 FN	30/11/2014 AN	Legislature Secretariat	Joint Secretary	95000	
Legislature Secretariat	State Gazetted	01/12/2014 FN	31/12/2014 AN	Legislature Secretariat	Joint Secretary	97000	
Legislature Secretariat	State Gazetted	01/01/2015 FN	05/04/2015 AN	Legislature Secretariat	Joint Secretary	97000	
Legislature Secretariat	State Gazetted	06/04/2015 FN	30/04/2015 AN	Legislature Secretariat	Joint Secretary	97000	
Legislature Secretariat	State Gazetted	01/05/2015 FN	30/06/2015 AN	Legislature Secretariat	Joint Secretary	99200	
Legislature Secretariat	State Gazetted	01/07/2015 FN	07/11/2015 AN	Legislature Secretariat	Joint Secretary	99200	
Legislature Secretariat	State Gazetted	08/11/2015 FN	30/11/2015 AN	Legislature Secretariat	Joint Secretary	99200	
Legislature Secretariat	State Gazetted	01/12/2015 FN	30/11/2016 AN	Legislature Secretariat	Joint Secretary	101400	
Legislature Secretariat	State Gazetted	01/12/2016 FN	31/05/2017 AN	Legislature Secretariat	Joint Secretary	103600	
Legislature Secretariat	State Gazetted	01/06/2017 FN	30/11/2017 AN	Legislature Secretariat	Joint Secretary	105800	
Legislature Secretariat	State Gazetted	26/11/2017 FN	30/11/2017 AN	Legislature Secretariat	Special Secretary	105800	

Disciplinary Actions

Ref No	Ref date	Nature of charge	Enquiry officer	File No	Penalty	Penalty remarks	Penalty start date	Penalty order No	Penalty order date	Penalty revoke order date	Revoke order no	Revoke order date

Details of Award Received

Department	District	Office	Nature Of Award	Purpose	Date Of Award

Leave On Credit

As On Date	Leave Type	Days On Credit
06/04/2015	Earned Leave	126.00
30/10/2015	Half Pay Leave	44.00
08/11/2015	Half Pay Leave	44.00
07/05/2016	Earned Leave	132.00
28/05/2017	Half Pay Leave	24.00
02/07/2017	Half Pay Leave	14.00
26/11/2017	Half Pay Leave	30.00
16/12/2017	Half Pay Leave	26.00
24/12/2017	Half Pay Leave	16.00
26/01/2018	Half Pay Leave	10.00
26/03/2018	Earned Leave	163.00
01/04/2018	Half Pay Leave	0.00
30/05/2018	Earned Leave	98.00
31/05/2018	Earned Leave	0.00

Leave Availed

Leave Type	From Date	To Date	Purpose	Sanction No	Sanction By
Commuted Leave	14/10/1991	16/10/1991			US
Commuted Leave	05/12/1991	05/12/1991			US
Commuted Leave	09/12/1991	09/12/1991			US
Commuted Leave	03/11/1992	05/11/1992			US
Commuted Leave	08/12/1992	09/12/1992			US
Commuted Leave	31/12/1992	01/01/1993			US
Commuted Leave	28/02/1994	03/03/1994			US
Commuted Leave	31/05/1994	03/06/1994			US
Earned Leave	29/09/1994	29/09/1994	Dias non regl.		US
Commuted Leave	21/10/1994	22/10/1994			US
Commuted Leave	27/10/1994	31/10/1994			US
Commuted Leave	28/02/1995	02/03/1995			US
Commuted Leave	22/05/1995	26/05/1995			US
Commuted Leave	29/05/1995	31/05/1995			US
Commuted Leave	11/12/1995	14/12/1995			US
Commuted Leave	22/12/1995	23/12/1995			US
Commuted Leave	01/01/1996	02/01/1996			US
Commuted Leave	11/01/1996	12/01/1996			US
Commuted Leave	18/01/1996	19/01/1996			US

Commuted Leave	25/04/1996	26/04/1996			US
Commuted Leave	02/05/1996	04/05/1996			US
Commuted Leave	01/07/1996	06/07/1996			US
Commuted Leave	07/10/1996	09/10/1996			US
Commuted Leave	11/11/1996	15/11/1996			US
Earned Leave	12/11/1996	12/11/1996	Dias non regl.		US
Commuted Leave	02/01/1997	04/01/1997			US
Commuted Leave	06/02/1997	07/02/1997			US
Commuted Leave	21/04/1997	25/04/1997			US
Earned Leave	02/07/1997	03/07/1997			US
Earned Leave	05/12/1997	05/12/1997			US
Commuted Leave	04/03/1998	07/03/1998			US
Commuted Leave	28/04/1998	30/04/1998			US
Commuted Leave	29/05/1998	30/05/1998			US
Earned Leave	24/06/1998	03/07/1998			US
Commuted Leave	18/08/1998	19/08/1998			US
Earned Leave	15/09/1998	16/09/1998			US
Earned Leave	18/11/1998	18/11/1998	Dias non regl.		US
Commuted Leave	08/12/1998	11/12/1998			US
Commuted Leave	15/12/1998	17/12/1998			US
Earned Leave	08/02/1999	09/02/1999			US
Earned Leave	22/02/1999	27/02/1999			US
Earned Leave	15/03/1999	24/03/1999			US
Commuted Leave	31/03/1999	02/04/1999			US
Earned Leave	28/04/1999	30/04/1999			US
Earned Leave	13/08/1999	13/08/1999			US
Earned Leave	07/09/1999	08/09/1999			US
Commuted Leave	23/08/2000	24/08/2000			US
Commuted Leave	03/05/2001	11/05/2001			US
Earned Leave	21/05/2001	02/06/2001			US
Dies-Non	10/01/2002	10/01/2002			US
Dies-Non	06/02/2002	08/03/2002			US
Commuted Leave	01/04/2003	11/04/2003			US
Commuted Leave	21/04/2003	26/04/2003			US
Commuted Leave	16/02/2004	08/03/2004			US
Earned Leave	09/03/2004	24/03/2004			US
Earned Leave	25/03/2004	27/03/2004			US
Commuted Leave	31/10/2015	07/11/2015			US
Commuted Leave	08/05/2017	27/05/2017			us
Commuted Leave	27/06/2017	01/07/2017			us
Commuted Leave	24/11/2017	25/11/2017			us
Commuted Leave	14/12/2017	15/12/2017			US
Commuted Leave	19/12/2017	23/12/2017			us
Commuted Leave	23/01/2018	25/01/2018			us
Commuted Leave	01/03/2018	31/03/2018			us

Encashment of Leave During Service				
As on date	No. of days	Amount	Sanction Order No	Sanction Date
18/07/1990	30	0		
11/06/1991	30	0		
14/10/1991	15	0		
02/05/1992	12	0		
03/09/1992	12	0		
09/02/1993	7	0		
06/07/1993	20	0		
02/05/1994	15	0		
01/05/1995	15	0		
01/04/1996	15	0		
01/04/1997	15	0		
01/04/1998	15	0		
01/04/1999	20	0		
01/06/2000	20	0		
01/05/2001	20	0		
01/07/2003	10	0		
16/04/2012	30	50552	2385	11/06/2012
01/04/2013	30	67483	452	22/04/2013
01/04/2014	30	77238	132	11/04/2014
06/04/2015	30	86882	GE24A201501000050739	28/04/2015

07/05/2016	30	114026	201601600055201	21/06/2016
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Nominations for PF, Pensionary and other claims					
Benefit Name	Nominee name	Nominee address	Relationship	Invalid on the happening of	Amount Portion
G.P.F	Jayakumar A	Kailas Giri, Chempazenthy, Thiruvananthapuram	Husband		Full
Group Insurance	Jayakumar A	Kailas Giri, Chempazenthy, Thiruvananthapuram	Husband		Full
S.L.I	Jayakumar A	Kailas Giri, Chempazenthy, Thiruvananthapuram	Husband		Full

Annual Performance Report submission details			
Period from	Period To	Submitted(Y/ N)	Submitted Date

Annual Property Return submission details			
Period from	Period To	Submitted(Y/ N)	Submitted date

Details of official accommodation availed (Quarters)						
Station	From date	To date	Is Eligible for HRA	Address	Sanction No	Sanction date

Details of disbursement of loans like HBA, MCA, GPF advance etc.					
Loan Item	Instalment No.	Disbursement date	Amount	Order number	Order date

Details of current Loans/ Advance Recovery									
Loan Item	Loan Acc No	Loan Amount	Instalment Amount	No.of Instalments	Last Instalment No.	Amount already paid	Status	Freeze Recovery	Principal or Interest

Details of benefits like GPF, GI, SLI, FBS, D.C.R.G, Pension etc						
Benefit Type	Identifying No.	Sum Assured	Subscription	Risk Effect From	Maturity Date	
G.P.F	P&L 916		75	01/10/1989		
S.L.I	720077561		0			

Present Salary Details					
Basic Pay:	108000	Bill type:	Gazetted Officers1	Acquittance Group:	
Last Change Date:	01/12/2017	Next Incr. Date:	01/12/2016		
Credit To Bank:	Y	Bank:		Account No.:	701090100000097

Additional Pay and Allowances		
Description	Amount	W.E.Date

Deductions and Recoveries			
SINo.	Deduction	Amount	Details
2	State Life Insurance-sub(129)	100	100
3	State Life Insurance-sub(129)	100	100
0	LIC Premium(303)	297	297
0	Income tax(311)	3000	3000
0	Group Insurance Scheme(324)	600	600
0	GPAI Scheme(375)	400	400
1	Arrear to PF(709)	6216	6216
1	Ocki Relief Fund Contribution	1000	1000
0	Profession Tax(777)	1250	1250

Government of Kerala
Service and Payroll Administrative Repository for Kerala
Employee Data Sheet

PEN :	176335	Name :	Jayalakshmi Amma V	<i>Specimen Signature</i>	<i>Photo</i>
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Personal Memoranda

Sex :	F	Nationality :	India
Date of birth :	04/08/1955	Date of superannuation :	31/03/2011
Father's Name:		Mother's Name:	Vasumathy Amma B
Blood group :		Religion :	Hindu
Caste :	Nair	Category(SC/ST/OBC/OC/GEN) :	Gen
Ex-service Men(Yes/No):	N	Physically handicapped(Yes/No) :	N
If Yes, Nature of Hanicap:			
PAN Number :	ACJPA9239L	Ration Card No:	
Voter Id Card No:		Marital Status :	
Spouse's Name :		Is Inter Religion / Caste(Yes/No) :	
Spouse's Religion:		Spouse's Caste :	
Is Spouse Employed(Yes/No):		Spouse Employed In :	
Identification Marks 1 :	A black mole at the left part of the forehead		
2 :	A black mole on the left cheek near the nose		
Height(cm) :	154		

Present Service Details

Department :	Legislature Secretariat	Office :	Legislature Secretariat
Section :		Seat No :	
Employment Type :	Regular	Service category :	State Gazetted
Designation :	Special Secretary	SDO Code :	051073
P F Type :	GPFKERALA	P F Number :	P&L693
Date of joining in Gov. Service :	27/05/1980	Date of joining in the Department :	27/05/1980

Details of parent department, if currently on deputaion

Parent Department :		Parent Office :	
Designation :		Deputaion w.e.f :	
Deputaion Year :		Deputation Months :	
Order Number :		Order Date :	

Present Address	Permanent Address
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House No and Name:	Jaya Bhavan	House No and Name:	Jaya Bhavan
Street Name :	Chadayamprakonam	Street Name :	Chadayamprakonam
Place :	Ottasekharamangalam	Place :	Ottasekharamangalam
Pin :		Pin :	
State :	Kerala	State :	Kerala
District :	Thiruvananthapuram	District :	Thiruvananthapuram
Taluk :		Taluk :	
Village :		Village :	
Phone Number :		Phone Number :	
Home Town :		Mobile Number :	
E-mail Address :			

Recruitment Details

Source:	PSC	Type:	General	Method:	Direct
Adv. memo No.:	OE/Bills/14-409/368/AG/Ke	Adv. Memo Date:	05/03/1981	SI No. in Memo:	0
App. order No:	OE/Bills/14-409/368/AG/Ke	App. order Date:	05/03/1981	Entry Category:	State Gazetted
Is Dist. Recruit ?	N	Selected District:			

Police Verification Details

Ref No. :		Ver Report Date:		Police Station:	
Remarks :					

Qualifications

Course Type	Course Name	Subject	University	Institution	Class Obtained	Reg No.	Year Of Pass
Graduation-Arts	BA	Arts	Kerala University		Passed		1975
Matriculation	SSLC	General	board of Public exam		Passed	75746	1970

Details Of Dependents		
Name	Relationship	Date Of Birth

Departmental Tests Passed						
Department	Test Name	Month	Year	Reg No.	Certificate No	Certificate Date
Legislature Secretariat	Account Test Lower (Paper-4)	7	1981	3924	6418	01/02/1981
Legislature Secretariat	Account Test Lower (Paper-3)	1	1981	3964	6418	01/02/1981
Legislature Secretariat	Account Test Lower (Paper-2)	12	1980	5362	6418	01/02/1981
Legislature Secretariat	Account Test Lower (Paper-1)	7	1981	3924	6418	01/02/1981
Legislature Secretariat	Secretariat Manual	12	1980	5362	3808	25/09/1981

Details of Training Programs Attended							
Course Title	Sponsored By	Conducted By	City Name	Country	Qualification	Training From	Training To

Previous Qualifying Services					
Office	Post Held	Date From	Date To	Reason For Termination	

Details of Declaration of Probation						
Department	District	Office	Designation	With Effect From	Probation Order No	Probation Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	27/05/1982	Or No.5596/LA/35/82	16/06/1982

Details of Regularisation						
Department	District	Office	Designation	Date of Entry	Order No	Order Date

Service Details							
Department	Category	Date From	Date To	Office	Designation	Basic Pay	Remarks
Legislature Secretariat	State Subordinate	27/05/1980 FN	26/05/1981 AN	Legislature Secretariat	Assistant Grade-II	350	Appoined as Asst.Gr.II wef 27/5/80. NI wef 27/5/1981. Confirmed in the post of Asst Gr.II wef 12/12/80 vide or No.3347/LA12/ 85(5)
Legislature Secretariat	State Subordinate	27/05/1981 FN	26/05/1982 AN	Legislature Secretariat	Assistant Grade-II	360	Probation declared on 27/5/82 as per Or No.5596/LA/35/ 82 dt 16/6/82
Legislature Secretariat	State Subordinate	27/05/1982 FN	01/07/1982 AN	Legislature Secretariat	Assistant Grade-II	370	Probation declared on 27/5/82 as per Or No.5596/LA/35/ 82 dt 16/6/82. Promoted as Asst Gr.I wef 2/7/82 vide or No.2834/LA12/ 80 dt 5/1/83
Legislature Secretariat	State Subordinate	02/07/1982 FN	26/05/1983 AN	Legislature Secretariat	Assistant Grade-I	420	Promoted as Asst Gr.I wef 2/7/82 vide or No.2834/LA12/ 80 dt 5/1/83. Probation declared in the Category of Asst.Gr.I on 27/5/83 as per Or No.11262/LA11 /83

Legislature Secretariat	State Subordinate	27/05/1983 FN	30/04/1984 AN	Legislature Secretariat	Assistant Grade-I	433	Probation declared in the Category of Asst.Gr.I on 27/5/83 as per Or No.11262/LA11/83. Pay rev wef 1/5/84 as per GO(P)515/85/Fi n dt 16/9/85. Confirmed in the post of Asst Gr.I wef 3/6/83 vide or N
Legislature Secretariat	State Subordinate	01/05/1984 FN	06/06/1984 AN	Legislature Secretariat	Assistant Grade-I	860	Pay rev wef 1/5/84 as per GO(P)515/85/Fi n dt 16/9/85. NI wef 7/6/84
Legislature Secretariat	State Subordinate	07/06/1985 FN	30/04/1986 AN	Legislature Secretariat	Assistant Grade-I	880	NI wef 1/5/1986
Legislature Secretariat	State Subordinate	01/05/1986 FN	30/06/1986 AN	Legislature Secretariat	Assistant Grade-I	905	Promoted as Senior grade Asst wef 1/7/86 as per Or No.562/AcA4/86/leg dt 11/7/86
Legislature Secretariat	State Subordinate	01/07/1986 FN	02/08/1986 AN	Legislature Secretariat	Assistant - Senior Grade	975	Promoted as Senior grade Asst wef 1/7/86 as per Or No.562/AcA4/86/leg dt 11/7/86. Reversion vide or No.562/AcA4/86/leg dt 14/8/86
Legislature Secretariat	State Subordinate	03/08/1986 FN	20/08/1986 AN	Legislature Secretariat	Assistant Grade-I	905	Reversion vide or No.562/AcA4/86/leg dt 14/8/86. Promoted as Senior grade Asst wef 20/8/86 as per Or No.9415/AcA4/86/leg dt 8/10/186
Legislature Secretariat	State Subordinate	21/08/1986 FN	30/06/1987 AN	Legislature Secretariat	Assistant - Senior Grade	975	Promoted as Senior grade Asst wef 20/8/86 as per Or No.9415/AcA4/86/leg dt 8/10/186. NI wef 1/7/87
Legislature Secretariat	State Subordinate	01/07/1987 FN	30/06/1988 AN	Legislature Secretariat	Assistant - Senior Grade	1000	Pay rev wef 1/7/88 as per GO(P)480/89/Fi n dt 1/11/1989
Legislature Secretariat	State Subordinate	01/07/1988 FN	30/06/1989 AN	Legislature Secretariat	Assistant - Senior Grade	1370	Pay rev wef 1/7/88 as per GO(P)480/89/Fi n dt 1/11/1989. NI wef 1/7/1989
Legislature Secretariat	State Subordinate	01/07/1989 FN	30/06/1990 AN	Legislature Secretariat	Assistant - Senior Grade	1410	NI wef 1/7/1990
Legislature Secretariat	State Subordinate	01/07/1990 FN	30/06/1991 AN	Legislature Secretariat	Assistant - Senior Grade	1450	NI wef 1/7/1991. Confirmed in the post of Sr Gr Asst wef 1/9/90 vide or No.12077/AcA4/06/leg(3) dt 3/6/06

Legislature Secretariat	State Subordinate	01/07/1991 FN	28/02/1993 AN	Legislature Secretariat	Assistant - Senior Grade	1490	Promoted as Sel.Gr Asst wef 1/3/92 as per Or No. AcA4/96/leg dt 20/5/96. Pay rev wef 1/3/1992 as per GO(P)600/93/fin dt 25/9/93
Legislature Secretariat	State Subordinate	01/03/1992 FN	30/06/1992 AN	Legislature Secretariat	Assistant Section Officer	1820	Promoted as Sel.Gr Asst wef 1/3/92 as per Or No. AcA4/96/leg dt 20/5/96. Pay rev wef 1/3/1992 as per GO(P)600/93/fin dt 25/9/93 NI wef 1/7/92. Confirmed in the post of SelGr Asst wef 1/3/92 vide or No
Legislature Secretariat	State Subordinate	01/07/1992 FN	30/06/1993 AN	Legislature Secretariat	Assistant Section Officer	1880	NI wef 1/7/93
Legislature Secretariat	State Subordinate	01/07/1993 FN	12/04/1994 AN	Legislature Secretariat	Assistant Section Officer	1940	Promoted as SO wef 13/4/94 as per GO(Ms)310/94/I eg dt 13/4/94

Disciplinary Actions

Ref No	Ref date	Nature of charge	Enquiry officer	File No	Penalty	Penalty remarks	Penalty start date	Penalty order No	Penalty order date	Penalty revoke order date	Revoke order no	Revoke order date

Details of Award Received

Department	District	Office	Nature Of Award	Purpose	Date Of Award

Leave On Credit

As On Date	Leave Type	Days On Credit

Leave Availed

Leave Type	From Date	To Date	Purpose	Sanction No	Sanction By
Half Pay Leave	04/10/1982	04/10/1982			US/SLS
Dies-Non	02/02/1983	02/02/1983			US/SLS
Dies-Non	06/07/1983	06/07/1983			US/SLS
Commuted Leave	16/01/1984	21/01/1984			US/SLS
Commuted Leave	22/01/1984	23/01/1984			
Commuted Leave	16/02/1984	18/02/1984			US/SLS
Dies-Non	23/03/1984	23/03/1984			
Half Pay Leave	16/08/1984	18/08/1984			US/SLS
Half Pay Leave	25/08/1984	25/08/1984			US/SLS
Half Pay Leave	31/08/1984	01/09/1984			US/SLS
Half Pay Leave	04/09/1984	05/09/1984			US/SLS
Half Pay Leave	11/09/1984	15/09/1984			US/SLS
Half Pay Leave	18/09/1984	22/09/1984			US/SLS
Half Pay Leave	25/09/1984	27/09/1984			US/SLS
Half Pay Leave	28/09/1984	01/10/1984			US/SLS
Maternity Leave	08/10/1984	05/01/1985			US/SLS
Half Pay Leave	06/01/1985	02/02/1985			US/SLS
Half Pay Leave	03/02/1985	04/02/1985			US/SLS
Earned Leave	06/02/1985	08/02/1985			US/SLS
Earned Leave	12/02/1985	13/02/1985			US/SLS
Half Pay Leave	14/02/1985	15/02/1985			US/SLS
Leave Without Allowance without MC (Rule 88)	18/02/1985	01/03/1985			US/SLS
Leave Without Allowance without MC (Rule 88)	11/03/1985	30/03/1985			US/SLS

Leave Without Allowance without MC (Rule 88)	31/03/1985	01/04/1985			US/SLS
Half Pay Leave	15/06/1985	15/06/1985			US/SLS
Half Pay Leave	28/06/1985	28/06/1985			US/SLS
Half Pay Leave	05/07/1985	05/07/1985			
Dies-Non	16/07/1985	16/07/1985			US/SLS
Half Pay Leave	19/07/1985	19/07/1985			US/SLS
Half Pay Leave	24/07/1985	24/07/1985			US/SLS
Half Pay Leave	27/07/1985	27/07/1985			US/SLS
Half Pay Leave	30/07/1985	30/07/1985			US/SLS
Half Pay Leave	06/08/1985	06/08/1985			US/SLS
Dies-Non	07/08/1985	17/08/1985			US/SLS
Half Pay Leave	31/08/1985	31/08/1985			US/SLS
Half Pay Leave	03/09/1985	03/09/1985			US/SLS
Half Pay Leave	10/09/1985	11/09/1985			US/SLS
Half Pay Leave	18/09/1985	19/09/1985			US/SLS
Half Pay Leave	30/09/1985	30/09/1985			US/SLS
Half Pay Leave	07/10/1985	11/10/1985			US/SLS
Leave Without Allowance without MC (Rule 88)	12/10/1985	21/10/1985			US/SLS
Earned Leave	06/11/1985	07/11/1985			US/SLS
Earned Leave	15/11/1985	15/11/1985			US/SLS
Earned Leave	28/11/1985	28/11/1985			US/SLS
Earned Leave	11/12/1985	13/12/1985			US/SLS
Dies-Non	26/02/1986	26/02/1986			US/SLS
Maternity Leave	12/06/1986	23/07/1986			US/SLS
Half Pay Leave	01/09/1986	06/09/1986			US/SLS
Half Pay Leave	06/11/1986	07/11/1986			US/SLS
Half Pay Leave	24/11/1986	25/11/1986			US/SLS
Half Pay Leave	29/11/1986	05/12/1986			US/SLS
Half Pay Leave	10/12/1986	12/12/1986			US/SLS
Earned Leave	17/12/1986	18/12/1986			US/SLS
Maternity Leave	27/12/1986	06/02/1987			US/SLS
Half Pay Leave	07/06/1988	08/06/1988			US/SLS
Maternity Leave	15/06/1988	12/09/1988			US/SLS
Half Pay Leave	13/09/1988	17/09/1988			US/SLS
Half Pay Leave	03/10/1988	07/10/1988			US/SLS
Half Pay Leave	18/10/1988	18/10/1988			US/SLS
Half Pay Leave	22/10/1988	26/10/1988			US/SLS
Half Pay Leave	17/11/1988	24/11/1988			US/SLS
Half Pay Leave	07/12/1988	07/12/1988			US/SLS
Half Pay Leave	20/04/1989	20/04/1989			US/SLS
Half Pay Leave	26/08/1989	30/08/1989			US/SLS
Half Pay Leave	18/11/1989	18/11/1989			US/SLS
Half Pay Leave	21/03/1990	31/03/1990			US/SLS
Commuted Leave	06/05/1991	10/05/1991			US/SLS
Commuted Leave	16/07/1991	19/07/1991			US/SLS
Commuted Leave	04/11/1991	04/11/1991			US/SLS
Commuted Leave	20/12/1991	21/12/1992			
Commuted Leave	12/06/1992	12/06/1992			US/SLS
Commuted Leave	30/06/1992	30/06/1992			US/SLS
Commuted Leave	03/07/1992	04/07/1992			US/SLS
Commuted Leave	25/07/1992	25/07/1992			US/SLS
Commuted Leave	20/08/1992	20/08/1992			US/SLS
Commuted Leave	28/08/1992	28/08/1992			US/SLS
Commuted Leave	24/09/1992	26/09/1992			US/SLS
Commuted Leave	17/10/1992	17/10/1992			US/SLS
Commuted Leave	24/10/1992	26/10/1992			US/SLS
Commuted Leave	03/11/1992	04/11/1992			
Commuted Leave	13/11/1992	13/11/1992			
Commuted Leave	26/11/1992	28/11/1992			
Half Pay Leave	04/12/1992	04/12/1992			
Commuted Leave	08/12/1992	10/12/1992			
Half Pay Leave	17/12/1992	17/12/1992			
Half Pay Leave	26/05/1993	27/05/1993			
Commuted Leave	02/09/1993	03/09/1993			
Half Pay Leave	27/09/1993	01/10/1993			
Earned Leave	07/10/1993	07/10/1993			
Half Pay Leave	11/10/1993	13/10/1993			
Half Pay Leave	01/11/1993	03/11/1993			

Earned Leave	10/11/1993	10/11/1993			
Half Pay Leave	19/11/1993	24/11/1993			
Earned Leave	25/11/1993	26/11/1993			
Earned Leave	28/12/1993	28/12/1993			

Encashment of Leave During Service				
As on date	No. of days	Amount	Sanction Order No	Sanction Date
04/02/1981	11	0		
11/11/1981	20	0		
01/07/1982	15	0		
01/02/1983	26	0		
11/07/1983	15	0		
01/02/1984	18	0		
01/09/1984	15	0		
01/02/1986	28	0		
02/06/1986	15	0		
01/02/1987	13	0		
01/02/1988	29	0		
13/09/1988	15	0		
01/02/1990	30	0		
05/02/1991	30	0		
15/01/1992	30	0		
15/09/1992	15	0		

Nominations for PF, Pensionary and other claims					
Benefit Name	Nominee name	Nominee address	Relationship	Invalid on the happening of	Amount Portion
G.P.F	Vasumathy Amma B	Jaya bhavan Ottasekharamangalam TVM-25	Mother		Full
Group Insurance	Vasumathy Amma B	Jaya bhavan Ottasekharamangalam TVM-25	Mother		Full

Annual Performance Report submission details			
Period from	Period To	Submitted(Y/ N)	Submitted Date

Annual Property Return submission details			
Period from	Period To	Submitted(Y/ N)	Submitted date

Details of official accommodation availed (Quarters)						
Station	From date	To date	Is Eligible for HRA	Address	Sanction No	Sanction date

Details of disbursement of loans like HBA, MCA, GPF advance etc.						
Loan Item	Instalment No.	Disbursement date	Amount	Order number	Order date	

Details of current Loans/ Advance Recovery									
Loan Item	Loan Acc No	Loan Amount	Instalment Amount	No.of Instalments	Last Instalment No.	Amount already paid	Status	Freeze Recovery	Principal or Interest

Details of benefits like GPF, GI, SLI, FBS, D.C.R.G, Pension etc						
Benefit Type	Identifying No.	Sum Assured	Subscription	Risk Effect From	Maturity Date	
G.P.F	P&L 693		25	01/06/1981		
Group Insurance	Nil		0			
S.L.I	Nil		0			

Present Salary Details					
Basic Pay:	26600	Bill type:	SDO	Acquittance Group:	Watch & Ward
Last Change Date:	01/04/2010	Next Incr. Date:	01/04/2011		
Credit To Bank:	N	Bank:		Account No.:	

Additional Pay and Allowances		
Description	Amount	W.E.Date
Special Allowance(06)	360	01/09/2010

Deductions and Recoveries			
SI No.	Deduction	Amount	Details
0	Family Benefit Scheme(301)	50	50
0	GPF - Monthly Sub.(701)	7000	7000

Government of Kerala
Service and Payroll Administrative Repository for Kerala
Employee Data Sheet

PEN :	176345	Name :	Mariamamma varghese	<i>Specimen Signature</i>	<i>Photo</i>
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Personal Memoranda

Sex :	F	Nationality :	India
Date of birth :	02/02/1953	Date of superannuation :	29/02/2008
Father's Name:	Varghese K M	Mother's Name:	
Blood group :		Religion :	Christian
Caste :		Category(SC/ST/OBC/OC/GEN) :	Gen
Ex-service Men(Yes/No):	N	Physically handicapped(Yes/No) :	N
If Yes, Nature of Hanicap:			
PAN Number :		Ration Card No:	
Voter Id Card No:		Marital Status :	M
Spouse's Name :	Mathew Mammen	Is Inter Religion / Caste(Yes/No) :	
Spouse's Religion:		Spouse's Caste :	
Is Spouse Employed(Yes/No):		Spouse Employed In :	
Identification Marks 1 :			
2 :			
Height(cm) :	153		

Present Service Details

Department :	Legislature Secretariat	Office :	Legislature Secretariat
Section :		Seat No :	
Employment Type :	Regular	Service category :	State Gazetted
Designation :	Special Secretary	SDO Code :	
P F Type :	GPFKERALA	P F Number :	P&L401
Date of joining in Gov. Service :	21/01/1974	Date of joining in the Department :	21/01/1974

Details of parent department, if currently on deputaion

Parent Department :		Parent Office :	
Designation :		Deputaion w.e.f :	
Deputaion Year :		Deputation Months :	
Order Number :		Order Date :	

Present Address	Permanent Address
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House No and Name:	House No.328	House No and Name:	Kanjoor Deepthi
Street Name :	AKG Nagar	Street Name :	Karichal,Payippad PO
Place :	Peroorkada,Trivandrum	Place :	Harippad,Alappuzha
Pin :	695005	Pin :	
State :	Kerala	State :	Kerala
District :	Thiruvananthapuram	District :	Alappuzha
Taluk :	Thiruvananthapuram	Taluk :	Karthikappally
Village :	Kudappanakkunnu	Village :	Veeyapuram
Phone Number :	2438182	Phone Number :	
Home Town :		Mobile Number :	9446418182
E-mail Address :			

Recruitment Details

Source:		Type:		Method:	
Adv. memo No.:		Adv. Memo Date:		SI No. in Memo:	
App. order No:		App. order Date:		Entry Category:	
Is Dist. Recruit ?		Selected District:			

Police Verification Details

Ref No. :		Ver Report Date:		Police Station:	
Remarks :					

Qualifications

Course Type	Course Name	Subject	University	Institution	Class Obtained	Reg No.	Year Of Pass
Graduation-Science	B SC	Zoology	Kerala		First Class	20638	1972
Matriculation	SSLC	General			First Class	63882	1967

Details Of Dependents		
Name	Relationship	Date Of Birth

Departmental Tests Passed						
Department	Test Name	Month	Year	Reg No.	Certificate No	Certificate Date
Legislature Secretariat	Account Test Higher	1	1975	51020		
Legislature Secretariat	Account Test Lower	1	1975	51020		
Legislature Secretariat	Secretariat Manual	1	1975	51020		

Details of Training Programs Attended							
Course Title	Sponsored By	Conducted By	City Name	Country	Qualification	Training From	Training To

Previous Qualifying Services				
Office	Post Held	Date From	Date To	Reason For Termination

Details of Declaration of Probation						
Department	District	Office	Designation	With Effect From	Probation Order No	Probation Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant - Senior Grade	05/12/1981	2335/LA11/82	05/12/1981

Details of Regularisation						
Department	District	Office	Designation	Date of Entry	Order No	Order Date

Service Details							
Department	Category	Date From	Date To	Office	Designation	Basic Pay	Remarks
Legislature Secretariat	State Subordinate	21/01/1974 FN	20/01/1975 AN	Legislature Secretariat	Assistant Grade-II	240	Joined duty on 21/1/1974.
Legislature Secretariat	State Subordinate	21/01/1975 FN	22/01/1976 AN	Legislature Secretariat	Assistant Grade-II	249	Promoted as Asst Gr I as per O/o NO 1710/LA12/76 dt 21/2/76.
Legislature Secretariat	State Subordinate	23/01/1976 FN	25/01/1977 AN	Legislature Secretariat	Assistant Grade-I	285	NI wef 26/1/1977
Legislature Secretariat	State Subordinate	26/01/1977 FN	31/12/1977 AN	Legislature Secretariat	Assistant Grade-I	289	NI wef 1/1/78
Legislature Secretariat	State Subordinate	01/07/1978 FN	30/06/1979 AN	Legislature Secretariat	Assistant Grade-I	446	Pay revised as per GO(P)860/78/Fi n dt 16/12/78.wef 1/7/78
Legislature Secretariat	State Subordinate	01/07/1979 FN	24/04/1980 AN	Legislature Secretariat	Assistant Grade-I	459	promoted as Senior Gr Asst as per O/o NO 4377/LA12/77(2) dt 27/5/1980.
Legislature Secretariat	State Subordinate	25/04/1980 FN	04/12/1981 AN	Legislature Secretariat	Assistant - Senior Grade	535	promoted as Senior Gr Asst as per O/o NO 4377/LA12/77(2) dt 27/5/1980.Prob ation &Increment
Legislature Secretariat	State Subordinate	05/12/1981 FN	31/03/1982 AN	Legislature Secretariat	Assistant - Senior Grade	553	NI wef 1/4/82
Legislature Secretariat	State Subordinate	01/04/1982 FN	19/07/1982 AN	Legislature Secretariat	Assistant - Senior Grade	571	Promoted as Section offr as per GO(MS) NO 6286/LA12/82/ dt 20/7/82.
Legislature Secretariat	State Subordinate	20/07/1982 FN	31/07/1982 AN	Legislature Secretariat	Section Officer	571	Reversion as per GO(MS) NO 6286/LA12/82 dt 2/8/82.

Legislature Secretariat	State Subordinate	01/08/1982 FN	13/01/1983 AN	Legislature Secretariat	Assistant - Senior Grade	571	Promoted as Section Offr as per GO(MS) NO 9726/LA12/82(2) dt 14/1/83
Legislature Secretariat	State Subordinate	14/01/1983 FN	28/02/1992 AN	Legislature Secretariat	Section Officer	571	Confirmed as A S wef 1/4/2005 as per GO(MS)711/06/ Leg dt 3/6/2006.

Disciplinary Actions												
Ref No	Ref date	Nature of charge	Enquiry officer	File No	Penalty	Penalty remarks	Penalty start date	Penalty order No	Penalty order date	Penalty revoke order date	Revoke order no	Revoke order date

Details of Award Received					
Department	District	Office	Nature Of Award	Purpose	Date Of Award

Leave On Credit		
As On Date	Leave Type	Days On Credit

Leave Aailed					
Leave Type	From Date	To Date	Purpose	Sanction No	Sanction By
Half Pay Leave	25/04/1977	27/05/1977			
Half Pay Leave	30/08/1977	09/09/1977			
Half Pay Leave	25/10/1977	05/11/1977			
Dies-Non	01/12/1977	01/12/1977			
Earned Leave	05/12/1977	05/12/1977			
Earned Leave	23/12/1977	24/12/1977			
Maternity Leave	03/08/1978	12/09/1978			
Earned Leave	23/05/1979	26/05/1979			
Earned Leave	31/05/1979	31/05/1979			
Earned Leave	13/09/1979	13/09/1979			
Earned Leave	10/10/1979	24/10/1979			
Half Pay Leave	26/10/1979	07/11/1979			
Leave Without Allowance without MC (Rule 88)	08/11/1979	24/11/1979			
Leave Without Allowance without MC (Rule 88)	25/11/1979	07/12/1979			
Leave Without Allowance without MC (Rule 88)	08/12/1979	06/01/1980			
Leave Without Allowance without MC (Rule 88)	07/01/1980	30/04/1980			
Maternity Leave	01/05/1980	31/07/1980			
Leave Without Allowance without MC (Rule 88)	01/08/1980	08/08/1980			
Leave Without Allowance without MC (Rule 88)	28/08/1980	27/09/1980			
Leave Without Allowance without MC (Rule 88)	28/09/1980	17/10/1980			
Leave Without Allowance without MC (Rule 88)	18/10/1980	01/11/1980			
Half Pay Leave	06/02/1981	13/02/1981			
Earned Leave	08/06/1981	17/06/1981			
Half Pay Leave	18/06/1981	27/06/1981			
Leave Without Allowance without MC (Rule 88)	28/06/1981	04/07/1981			
Dies-Non	03/09/1981	03/09/1981			
Half Pay Leave	21/11/1981	28/11/1981			
Half Pay Leave	02/12/1981	02/12/1981			
Half Pay Leave	14/12/1981	14/12/1981			
Half Pay Leave	15/01/1982	21/01/1982			
Half Pay Leave	02/06/1982	11/06/1982			

Encashment of Leave During Service				
As on date	No. of days	Amount	Sanction Order No	Sanction Date

01/02/1976	45	0		
01/02/1977	30	0		
01/08/1977	15	0		
02/11/1978	30	0		
01/02/1979	15	0		
10/02/1981	10	0		
02/06/1982	15	0		

Nominations for PF, Pensionary and other claims					
Benefit Name	Nominee name	Nominee address	Relationship	Invalid on the happening of	Amount Portion
F.B.S	Mathew Mammen	poolimootil House,Kattanam,Pallikkal P O,Kayamkulam	Husband		Full
G.P.F	K M Varghese	kanjoor Deepthy,Karichal,Payippad P O,Harippad (Via),Aleppy	Father		Full

Annual Performance Report submission details			
Period from	Period To	Submitted(Y/ N)	Submitted Date

Annual Property Return submission details			
Period from	Period To	Submitted(Y/ N)	Submitted date

Details of official accommodation availed (Quarters)						
Station	From date	To date	Is Eligible for HRA	Address	Sanction No	Sanction date

Details of disbursement of loans like HBA, MCA, GPF advance etc.						
Loan Item	Instalment No.	Disbursement date	Amount	Order number	Order date	

Details of current Loans/ Advance Recovery									
Loan Item	Loan Acc No	Loan Amount	Instalment Amount	No.of Instalments	Last Instalment No.	Amount already paid	Status	Freeze Recovery	Principal or Interest

Details of benefits like GPF, GI, SLI, FBS, D.C.R.G, Pension etc						
Benefit Type	Identifying No.	Sum Assured	Subscription	Risk Effect From	Maturity Date	
F.B.S	0		0			
G.P.F	P&L 401		20	01/07/1975		

Present Salary Details						
Basic Pay:		Bill type:		Acquittance Group:		
Last Change Date:		Next Incr. Date:				
Credit To Bank:		Bank:		Account No.:		

Additional Pay and Allowances		
Description	Amount	W.E.Date

Deductions and Recoveries			
SINo.	Deduction	Amount	Details

Government of Kerala
Service and Payroll Administrative Repository for Kerala
Employee Data Sheet

PEN :	176357	Name :	Muraleedharan P K	<i>Specimen Signature</i>	<i>Photo</i>
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Personal Memoranda

Sex :	M	Nationality :	India
Date of birth :	30/11/1956	Date of superannuation :	30/11/2012
Father's Name:	Kochukunju R	Mother's Name:	
Blood group :		Religion :	Hindu
Caste :	Sambavar	Category(SC/ST/OBC/OC/GEN) :	SC
Ex-service Men(Yes/No):	N	Physically handicapped(Yes/No) :	N
If Yes, Nature of Hanicap:			
PAN Number :	AEUPK6492G	Ration Card No:	
Voter Id Card No:		Marital Status :	M
Spouse's Name :	Lali T G	Is Inter Religion / Caste(Yes/No) :	
Spouse's Religion:		Spouse's Caste :	
Is Spouse Employed(Yes/No):		Spouse Employed In :	
Identification Marks 1 :	A balck mole on the right cheek		
2 :	A black mole on the nose half inch below the right eye		
Height(cm) :	156		

Present Service Details

Department :	Legislature Secretariat	Office :	Legislature Secretariat
Section :		Seat No :	
Employment Type :	Regular	Service category :	State Gazetted
Designation :	Special Secretary	SDO Code :	050841
P F Type :	GPFKERALA	P F Number :	P&L680
Date of joining in Gov. Service :	24/07/1981	Date of joining in the Department :	24/07/1981

Details of parent department, if currently on deputaion

Parent Department :		Parent Office :	
Designation :		Deputaion w.e.f :	
Deputaion Year :		Deputation Months :	
Order Number :		Order Date :	

Present Address	Permanent Address
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House No and Name:	Sree Ramasadanam, Poozhicadu,	House No and Name:	Sree Ramasadanam, Poozhicadu,
Street Name :	Kudavanad,Pandalam	Street Name :	Kudavanad,Pandalam
Place :		Place :	
Pin :		Pin :	
State :	Kerala	State :	Kerala
District :	Kollam	District :	Kollam
Taluk :		Taluk :	
Village :		Village :	
Phone Number :		Phone Number :	
Home Town :		Mobile Number :	
E-mail Address :			

Recruitment Details

Source:	PSC	Type:	General	Method:	Direct
Adv. memo No.:	DTA/3/4467/76/KPSC,TVM	Adv. Memo Date:	20/06/1978	SI No. in Memo:	0
App. order No:	PHE1(B)6476/77, dt 28/7/78,SRI(4)33852/79/G W	App. order Date:	02/07/1981	Entry Category:	State Subordinate
Is Dist. Recruit ?	N	Selected District:			

Police Verification Details

Ref No. :		Ver Report Date:		Police Station:	
Remarks :					

Qualifications

Course Type	Course Name	Subject	University	Institution	Class Obtained	Reg No.	Year Of Pass
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Graduation-Commerce	B Com	Commerce	University of Kerala		Passed	6236	1979
Higher Secondary (Plus 2)	PDC	General			Passed	144788	1976
Matriculation	SSLC	General	Board of Public Examinations		Passed	117407	1972

Details Of Dependents		
Name	Relationship	Date Of Birth

Departmental Tests Passed							
Department	Test Name	Month	Year	Reg No.	Certificate No	Certificate Date	
Legislature Secretariat	MOP	12	1979	44561	2656/80	11/09/1980	
Legislature Secretariat	Account Test Lower	7	1980	25405	5396/80	27/02/1981	
Legislature Secretariat	Secretariat Manual	8	1982	1509	1373/83	07/03/1983	

Details of Training Programs Attended							
Course Title	Sponsored By	Conducted By	City Name	Country	Qualification	Training From	Training To
Training Course for Officers up to the rank of Asst.	Department	BPST Lokhsabha Secratariate	Delhi	India	B COM	12/09/1994	16/09/1994

Previous Qualifying Services					
Office	Post Held	Date From	Date To	Reason For Termination	
Chief Engineers Office,PHDC,TVM	LDC	05/08/1978	12/02/1981	12/02/1981	

Details of Declaration of Probation						
Department	District	Office	Designation	With Effect From	Probation Order No	Probation Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	24/07/1983		

Details of Regularisation						
Department	District	Office	Designation	Date of Entry	Order No	Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	24/07/1981	4763/LA12/79	07/03/1983

Service Details							
Department	Category	Date From	Date To	Office	Designation	Basic Pay	Remarks
Legislature Secretariat	State Subordinate	24/07/1981 FN	30/06/1982 AN	Legislature Secretariat	Assistant Grade-II	350	Joined duty at Leg. Secratariate wef 24/7/81. NI wef 1/7/82
Legislature Secretariat	State Subordinate	01/07/1982 FN	13/01/1983 AN	Legislature Secretariat	Assistant Grade-II	360	Temporary promotion wef 14/1/83 as per Or No 2834/LA12/80 dt 31/5/83
Legislature Secretariat	State Subordinate	14/01/1983 FN	30/06/1984 AN	Legislature Secretariat	Assistant Grade-I	420	Temporary promotion wef 14/1/83 as per Or No 2834/LA12/80 dt 31/5/83. NI wef 1/7/84
Legislature Secretariat	State Subordinate	01/07/1984 FN	30/06/1985 AN	Legislature Secretariat	Assistant Grade-I	433	Pay rev. wef 1/7/85 as per GO(P)515/85/Fi n dt 16/9/85
Legislature Secretariat	State Subordinate	01/07/1985 FN	30/06/1986 AN	Legislature Secretariat	Assistant Grade-I	860	Pay rev. wef 1/7/85 as per GO(P)515/85/Fi n dt 16/9/85. NI wef 1/7/86.Confirmed as Asst. Gr I wef 31/8/85 as per Or No 12077/ACA2/05 /Leg dt 3/6/06
Legislature Secretariat	State Subordinate	01/07/1986 FN	30/06/1987 AN	Legislature Secretariat	Assistant Grade-I	880	NI wef 1/7/87
Legislature Secretariat	State Subordinate	01/07/1987 FN	30/06/1988 AN	Legislature Secretariat	Assistant Grade-I	905	Pay rev. wef 1/7/88 as per GO(P)480/89/Fi n dt 1/11/89

Legislature Secretariat	State Subordinate	01/07/1988 FN	29/10/1988 AN	Legislature Secretariat	Assistant Grade-I	1250	Pay rev. wef 1/7/88 as per GO(P)480/89/Fi n dt 1/11/89. Promoted as Sr Gr Asst. 30/10/88 as per Or No 4621/ACA4/87/ Leg dt 9/3/89
Legislature Secretariat	State Subordinate	30/10/1988 FN	12/01/1989 AN	Legislature Secretariat	Assistant - Senior Grade	1330	Promoted as Sr Gr Asst. 30/10/88 as per Or No 4621/ACA4/87/ Leg dt 9/3/89. Reverted wef 13/1/89 as per Or No 4621/ACA4/87/ Leg dt 9/3/89
Legislature Secretariat	State Subordinate	13/01/1989 FN	30/06/1989 AN	Legislature Secretariat	Assistant Grade-I	1250	Reverted wef 13/1/89 as per Or No 4621/ACA4/87/ Leg dt 9/3/89. N I wef 1/7/89
Legislature Secretariat	State Subordinate	01/07/1989 FN	17/11/1989 AN	Legislature Secretariat	Assistant Grade-I	1290	Promoted as Sr Gr Asst. wef 18/11/89 as per Or No 4621/ACA4/87/ Leg dt 5/12/89
Legislature Secretariat	State Subordinate	18/11/1989 FN	30/06/1990 AN	Legislature Secretariat	Assistant - Senior Grade	1370	Promoted as Sr Gr Asst. wef 18/11/89 as per Or No 4621/ACA4/87/ Leg dt 5/12/89. NI wef 1/7/90
Legislature Secretariat	State Subordinate	01/07/1990 FN	30/06/1991 AN	Legislature Secretariat	Assistant - Senior Grade	1410	NI wef 1/7/91
Legislature Secretariat	State Subordinate	01/07/1991 FN	01/03/1992 FN	Legislature Secretariat	Assistant - Senior Grade	1450	Pay rev. wef 1/3/92 as per GO(P)600/93/Fi n dt 25/9/93. Confirmed as Sr Gr Asst. wef 3/8/91 as per Or No 12077/ACA2/05 /Leg dt 3/6/06. Promoted as Sl. Gr Asst. wef 1/3/92 as per Or No 6552/ACA4/96/ Leg
Legislature Secretariat	State Subordinate	01/03/1992 FN	30/06/1992 AN	Legislature Secretariat	Assistant Section Officer	1820	Promoted as Sl. Gr Asst. wef 1/3/92 as per Or No 6552/ACA4/96/ Leg dt 20/5/96. Pay rev. wef 1/3/92 as per GO(P)600/93/Fi n dt 25/9/93. NI wef 1/7/92
Legislature Secretariat	State Subordinate	01/07/1992 FN	31/03/1993 AN	Legislature Secretariat	Assistant - Senior Grade	1880	Jr Sr fication wef 1/4/93 as per Or No GO(MS)807/96/ Leg dt 6/8/96
Legislature Secretariat	State Subordinate	01/04/1993 FN	31/03/1994 AN	Legislature Secretariat	Assistant - Senior Grade	1940	NI wef 1/4/94
Legislature Secretariat	State Subordinate	01/04/1994 FN	30/06/1995 AN	Legislature Secretariat	Assistant - Senior Grade	2000	NI wef 1/4/95
Legislature Secretariat	State Subordinate	01/04/1995 FN	19/09/1995 AN	Legislature Secretariat	Assistant - Senior Grade	2060	Promoted as SO wef 20/9/95 as per Or No GO(MS)858/95/ Leg dt 20/9/95

Legislature Secretariat	State Gazetted	20/09/1995 FN	31/03/1996 AN	Legislature Secretariat	Section Officer	2060	Promoted as SO wef 20/9/95 as per Or No GO(MS)No 858/95/Leg dt 20/9/95. Confirmed as US wef 1/3/04 as per GO(MS)No 214/06/Leg dt 3/6/06
Legislature Secretariat	State Gazetted	01/03/2010 -	31/03/2010 -	Legislature Secretariat	Additional Secretary	24300	
Legislature Secretariat	State Gazetted	01/04/2010 FN	31/03/2011 AN	Legislature Secretariat	Additional Secretary	48640	
Legislature Secretariat	State Gazetted	01/04/2011 FN	31/03/2012 AN	Legislature Secretariat	Special Secretary	50840	

Disciplinary Actions

Ref No	Ref date	Nature of charge	Enquiry officer	File No	Penalty	Penalty remarks	Penalty start date	Penalty order No	Penalty order date	Penalty revoke order date	Revoke order no	Revoke order date

Details of Award Received

Department	District	Office	Nature Of Award	Purpose	Date Of Award

Leave On Credit

As On Date	Leave Type	Days On Credit

Leave Availed

Leave Type	From Date	To Date	Purpose	Sanction No	Sanction By
Dies-Non	01/02/1983	02/02/1983			US
Dies-Non	16/02/1984	22/02/1984			US
Half Pay Leave	04/02/1985	08/02/1985			US
Half Pay Leave	08/04/1985	12/04/1985			US
Half Pay Leave	15/07/1985	16/07/1985			US
Dies-Non	07/08/1985	17/08/1985			US
Half Pay Leave	15/04/1986	23/04/1986			US
Half Pay Leave	16/06/1986	17/06/1986			US
Commuted Leave	13/06/1988	18/06/1988			US
Commuted Leave	05/09/1988	09/09/1988			US
Commuted Leave	13/06/1989	24/06/1989			US
Commuted Leave	03/06/1991	07/06/1991			US
Commuted Leave	01/07/1991	08/07/1991			US
Commuted Leave	27/08/1991	02/09/1991			US
Commuted Leave	07/12/1991	11/12/1991			US
Commuted Leave	17/12/1992	18/12/1992			US
Commuted Leave	26/12/1992	29/12/1992			US
Commuted Leave	15/02/1993	20/02/1993			US
Commuted Leave	19/06/1993	24/06/1993			US
Commuted Leave	02/09/1993	04/09/1993			US
Commuted Leave	20/09/1993	20/09/1993			US
Commuted Leave	14/10/1993	15/10/1993			
Commuted Leave	22/10/1993	22/10/1993			US
Commuted Leave	12/11/1993	12/11/1993			
Commuted Leave	07/03/1994	08/03/1994			US
Commuted Leave	02/05/1994	07/05/1994			US
Commuted Leave	16/05/1994	04/06/1994			US
Commuted Leave	20/09/1994	26/09/1994			US
Commuted Leave	23/01/1995	06/02/1995			
Earned Leave	21/02/1995	18/03/1995			US
Commuted Leave	29/05/1995	31/05/1995			US

Encashment of Leave During Service

As on date	No. of days	Amount	Sanction Order No	Sanction Date
01/02/1983	28	0		

01/02/1984	29	0		
01/11/1984	15	0		
01/02/1985	28	0		
01/02/1986	43	0		
01/02/1987	36	0		
01/02/1988	29	0		
01/06/1988	15	0		
01/02/1989	22	0		
01/02/1990	30	0		
06/11/1990	15	0		
04/02/1991	20	0		
10/06/1991	11	0		
01/01/1992	16	0		
25/03/1992	8	0		
01/01/1993	15	0		
01/05/1993	11	0		
05/03/1994	4	0		
05/07/1994	15	0		
07/04/1995	15	0		

Nominations for PF, Pensionary and other claims					
Benefit Name	Nominee name	Nominee address	Relationship	Invalid on the happening of	Amount Portion
F.B.S	Laly T G	Sree Ramasadanam, Poozhicadu, Kudavanad,Pandalam, Kollam	Wife		Full
G.P.F	Laly T G	Sree Ramasadanam, Poozhicadu, Kudavanad,Pandalam, Kollam	Wife		Full
Group Insurance	Laly T G	Sree Ramasadanam, Poozhicadu, Kudavanad,Pandalam, Kollam	Wife		Full
S.L.I	Laly T G	Sree Ramasadanam, Poozhicadu, Kudavanad,Pandalam, Kollam	Wife		Full

Annual Performance Report submission details			
Period from	Period To	Submitted(Y/ N)	Submitted Date

Annual Property Return submission details			
Period from	Period To	Submitted(Y/ N)	Submitted date

Details of official accommodation availed (Quarters)						
Station	From date	To date	Is Eligible for HRA	Address	Sanction No	Sanction date

Details of disbursement of loans like HBA, MCA, GPF advance etc.						
Loan Item	Instalment No.	Disbursement date	Amount	Order number	Order date	

Details of current Loans/ Advance Recovery									
Loan Item	Loan Acc No	Loan Amount	Instalment Amount	No.of Instalments	Last Instalment No.	Amount already paid	Status	Freeze Recovery	Principal or Interest

Details of benefits like GPF, GI, SLI, FBS, D.C.R.G, Pension etc						
Benefit Type	Identifying No.	Sum Assured	Subscription	Risk Effect From	Maturity Date	
F.B.S	Nil		10	08/05/1979		
G.P.F	P&L 680		30	01/07/1982		
Group Insurance	Group D		20	01/10/1984		

Present Salary Details					
Basic Pay:	51940	Bill type:	SDO	Acquittance Group:	Watch & Ward
Last Change Date:	01/04/2012	Next Incr. Date:	01/12/2012		
Credit To Bank:	N	Bank:		Account No.:	3

Additional Pay and Allowances		
Description	Amount	W.E.Date
Special Allowance(06)	400	01/04/2011
Spl Pay in Lieu Of Higher Times Scale(102)	1100	01/04/2011

Deductions and Recoveries			
SINo.	Deduction	Amount	Details

Government of Kerala
Service and Payroll Administrative Repository for Kerala
Employee Data Sheet

PEN : 176412 **Name :** Abdul Kharim A



Personal Memoranda

Sex :	M	Nationality :	India
Date of birth :	09/04/1963	Date of superannuation :	30/04/2019
Father's Name:	Alikunju M	Mother's Name:	Shereefa Beevi
Blood group :	B+	Religion :	Islam
Caste :	Muslim	Category(SC/ST/OBC/OC/GEN) :	OBC
Ex-service Men(Yes/No):	N	Physically handicapped(Yes/No) :	N
If Yes, Nature of Hanicap:			
PAN Number :	AHEPA8996N	Ration Card No:	1105116321
Voter Id Card No:	KL19130489409	Marital Status :	M
Spouse's Name :	Semeenath Beei S	Is Inter Religion / Caste(Yes/No) :	N
Spouse's Religion:	Islam	Spouse's Caste :	Muslim
Is Spouse Employed(Yes/No):	N	Spouse Employed In :	
Identification Marks 1 :	A black mole below the left ear		
2 :	A black mole in the lower Jaw		
Height(cm) :	169		

Present Service Details

Department :	Legislature Secretariat	Office :	Legislature Secretariat
Section :		Seat No :	
Employment Type :	Regular	Service category :	State Gazetted
Designation :	Special Secretary	SDO Code :	081031
P F Type :	GPFKERALA	P F Number :	P&L938
Date of joining in Gov. Service :	11/10/1989	Date of joining in the Department :	11/10/1989

Details of parent department, if currently on deputaion

Parent Department :		Parent Office :	
Designation :		Deputaion w.e.f :	
Deputaion Year :		Deputation Months :	
Order Number :		Order Date :	

Present Address

House No and Name: Shiyas Manzil
Street Name : Kuthirakulam P O
Place : Vembayam, Trivandrum
Pin : 695615
State : Kerala
District : Thiruvananthapuram
Taluk : Nedumangad
Village : Manikkal
Phone Number : 0472 2833288
Home Town : Vembayam
E-mail Address : mail2kharim@gmail.com

Permanent Address

House No and Name: Shiyas Manzil
Street Name : Kuthirakulam P O
Place : Vembayam, Trivandrum
Pin : 695615
State : Kerala
District : Thiruvananthapuram
Taluk : Nedumangad
Village : Manikkal
Phone Number : 0472 2833288
Mobile Number : 9497759175

Recruitment Details

Source:	PSC	Type:	General	Method:	Direct
Adv. memo No.:	L.No.RIA(1)38149/87/GW	Adv. Memo Date:	19/09/1989	SI No. in Memo:	0
App. order No:	L.No.RIA(1)38149/87/GW	App. order Date:	19/09/1989	Entry Category:	State Subordinate
Is Dist. Recruit ?	N	Selected District:			

Police Verification Details

Ref No. :		Ver Report Date:		Police Station:	
Remarks :					

Qualifications							
Course Type	Course Name	Subject	University	Institution	Class Obtained	Reg No.	Year Of Pass
Graduation-Arts	BA	Politics and Indian History			Passed	16651	1983
Matriculation	SSLC	General	Board of Public Examinations		Passed	319578	1978

Details Of Dependents		
Name	Relationship	Date Of Birth

Departmental Tests Passed							
Department	Test Name	Month	Year	Reg No.	Certificate No	Certificate Date	
Legislature Secretariat	Account Test Lower (Paper-4)	11	1990	1117	12849/91	01/10/1991	
Legislature Secretariat	Account Test Lower (Paper-3)	11	1990	1117	12849/91	01/10/1991	
Legislature Secretariat	Account Test Lower (Paper-2)	6	1991	2510	12849/91	01/10/1991	
Legislature Secretariat	Account Test Lower (Paper-1)	6	1990	3969	12849/91	01/10/1991	
Legislature Secretariat	Secretariat Manual	11	1990	1117	5305/91	02/04/1991	

Details of Training Programs Attended							
Course Title	Sponsored By	Conducted By	City Name	Country	Qualification	Training From	Training To

Previous Qualifying Services				
Office	Post Held	Date From	Date To	Reason For Termination

Details of Declaration of Probation						
Department	District	Office	Designation	With Effect From	Probation Order No	Probation Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	11/10/1991	M.No.11738/ACA1/91/ Leg	25/10/1991

Details of Regularisation						
Department	District	Office	Designation	Date of Entry	Order No	Order Date
Legislature Secretariat	Thiruvananthapuram	Legislature Secretariat	Assistant Grade-II	11/10/1989	2137/ACA4/88/Leg	16/10/1989

Service Details							
Department	Category	Date From	Date To	Office	Designation	Basic Pay	Remarks
Legislature Secretariat	State Subordinate	11/10/1989 FN	30/09/1990 AN	Legislature Secretariat	Assistant Grade-II	950	Joined duty on 11/10/89. Pay fixed at 950 as per Or.No.GO(P)48 0/89/Fin/dt.1/11 /89.NI wef 1/10/1990
Legislature Secretariat	State Subordinate	01/10/1990 FN	10/10/1991 AN	Legislature Secretariat	Assistant Grade-II	975	Probation declared wef 11/10/91 as per M.No.11738/AC A1/91/Leg/dt.25 /10/91
Legislature Secretariat	State Subordinate	11/10/1991 FN	02/02/1992 AN	Legislature Secretariat	Assistant Grade-II	1000	Probation declared wef 11/10/91 as per M.No.11738/AC A1/91/Leg/dt.25 /10/91.Promote d as Asst.Gradel wef 3/2/92 as per Or.No.7861/AC A4/91/Leg/dt.17 /12/92
Legislature Secretariat	State Subordinate	03/02/1992 FN	28/02/1992 AN	Legislature Secretariat	Assistant Grade-I	1050	Promoted as Asst.Gradel wef 3/2/92 as per Or.No.7861/AC A4/91/Leg/dt.17 /12/92. Pay rev wef 1/3/92 as per GO(P)600/93/Fi n/dt.25/9/93

Legislature Secretariat	State Subordinate	01/03/1992 FN	30/09/1992 AN	Legislature Secretariat	Assistant Grade-I	1350	Pay rev wef 1/3/92 as per GO(P)600/93/Fin/dt.25/9/93. NI wef 01/10/1992
Legislature Secretariat	State Subordinate	01/10/1992 FN	30/09/1993 AN	Legislature Secretariat	Assistant Grade-I	1380	NI wef 1/10/93
Legislature Secretariat	State Subordinate	01/10/1993 FN	30/09/1994 AN	Legislature Secretariat	Assistant Grade-I	1410	NI wef 1/10/94
Legislature Secretariat	State Subordinate	01/10/1994 FN	13/02/1995 AN	Legislature Secretariat	Assistant Grade-I	1440	Promoted as Senior grade Asst as per Or.No.7079/AC A4/95/Leg/dt.17/4/95
Legislature Secretariat	State Subordinate	14/02/1995 FN	31/01/1996 AN	Legislature Secretariat	Assistant - Senior Grade	1640	Promoted as Senior grade Asst as per Or.No.7079/AC A4/95/Leg/dt.17/4/95. NI wef 01/02/1996
Legislature Secretariat	State Subordinate	01/02/1996 FN	04/07/1996 AN	Legislature Secretariat	Assistant - Senior Grade	1700	Relieved his duties wef 5/7/96 to take up Appt. as PA to Shri.Kutty AhamadKutty MLA as per Or.No.9215/AC A4/96/Leg/dt.14/7/96
Legislature Secretariat	State Subordinate	07/08/1996 FN	30/09/1996 AN	Legislature Secretariat	Assistant - Senior Grade	1700	Pay revision wef 1/10/97 as per GO(P)3000/98/Fin/dt.25/11/98
Legislature Secretariat	State Subordinate	01/10/1996 FN	28/02/1997 AN	Legislature Secretariat	Assistant - Senior Grade	1760	Pay revision wef 1/03/97 as per GO(P)3000/98/Fin/dt.25/11/98
Legislature Secretariat	State Subordinate	01/03/1997 FN	30/04/1997 AN	Legislature Secretariat	Assistant - Senior Grade	5500	Pay revision wef 1/03/97 as per GO(P)3000/98/Fin/dt.25/11/98. NI wef 01/05/1997
Legislature Secretariat	State Subordinate	01/05/1997 FN	30/04/1998 AN	Legislature Secretariat	Assistant - Senior Grade	5650	NI wef 01/05/1998
Legislature Secretariat	State Subordinate	01/05/1998 FN	30/04/1999 AN	Legislature Secretariat	Assistant - Senior Grade	5800	NI wef 01/05/1999
Legislature Secretariat	State Subordinate	01/05/1999 FN	02/05/1999 AN	Legislature Secretariat	Assistant - Senior Grade	5950	Promoted as Assistant Grade I wef as per Or.No.5626/AC A4/97/Leg/dt.28/06/99
Legislature Secretariat	State Subordinate	03/05/1999 FN	30/04/2000 AN	Legislature Secretariat	Assistant Section Officer	6275	Promoted as Assistant Grade I wef as per Or.No.5626/AC A4/97/Leg/dt.28/06/99. NI wef 1/5/00
Legislature Secretariat	State Subordinate	01/05/2000 FN	30/04/2001 AN	Legislature Secretariat	Assistant Section Officer	6450	NI wef 1/5/01
Legislature Secretariat	State Subordinate	01/05/2001 FN	30/04/2002 AN	Legislature Secretariat	Assistant Section Officer	6625	NI wef 1/5/02
Legislature Secretariat	State Subordinate	01/05/2002 FN	30/04/2003 AN	Legislature Secretariat	Assistant Section Officer	6800	NI wef 1/5//03
Legislature Secretariat	State Subordinate	01/05/2003 FN	30/04/2004 AN	Legislature Secretariat	Assistant Section Officer	6975	NI wef 1/5/04
Legislature Secretariat	State Subordinate	01/05/2004 FN	30/06/2004 AN	Legislature Secretariat	Assistant Section Officer	7150	Pay rev wef 01/07/2004 as per GO(P)145/2000/Fin/dt.25/3/06

Legislature Secretariat	State Subordinate	01/07/2004 FN	22/09/2004 AN	Legislature Secretariat	Assistant Section Officer	12930	Pay rev wef 01/07/2004 as per GO(P)145/2000 /Fin/dt.25/3/06. Promoted as Section officer wef 22/9/04 as per GO(MS)No.124 2/2004/Leg/dt.2 7/9/04
Legislature Secretariat	State Gazetted	23/09/2004 FN	30/06/2004 AN	Legislature Secretariat	Under Secretary	12930	
Legislature Secretariat	State Gazetted	03/10/2008 FN	02/10/2009 AN	Legislature Secretariat	Under Secretary	17100	probation
Legislature Secretariat	State Gazetted	03/10/2009 FN	30/09/2010 AN	Legislature Secretariat	Under Secretary	32110	Increment
Legislature Secretariat	State Gazetted	01/10/2010 FN	31/03/2011 AN	Legislature Secretariat	Under Secretary	32860	
Legislature Secretariat	State Gazetted	01/04/2011 FN	31/03/2012 AN	Legislature Secretariat	Deputy Secretary	40640	
Legislature Secretariat	State Gazetted	01/04/2012 FN	31/03/2013 AN	Legislature Secretariat	Deputy Secretary	41640	
Legislature Secretariat	State Gazetted	01/04/2013 FN	02/05/2013 AN	Legislature Secretariat	Deputy Secretary	42640	
Legislature Secretariat	State Gazetted	03/05/2013 FN	30/04/2014 AN	Legislature Secretariat	Joint Secretary	44640	
Legislature Secretariat	State Gazetted	01/05/2014 FN	30/06/2014 AN	Legislature Secretariat	Joint Secretary	45640	
Legislature Secretariat	State Gazetted	01/07/2014 FN	31/12/2014 AN	Legislature Secretariat	Joint Secretary	95000	
Legislature Secretariat	State Gazetted	01/01/2015 FN	30/04/2015 AN	Legislature Secretariat	Joint Secretary	95000	
Legislature Secretariat	State Gazetted	01/05/2015 FN	30/04/2016 AN	Legislature Secretariat	Joint Secretary	97000	
Legislature Secretariat	State Gazetted	01/05/2016 FN	05/06/2016 AN	Legislature Secretariat	Joint Secretary	99200	
Legislature Secretariat	State Gazetted	06/06/2016 FN	30/04/2017 AN	Legislature Secretariat	Additional Secretary	101400	
Legislature Secretariat	State Gazetted	01/05/2017 FN	30/04/2018 AN	Legislature Secretariat	Additional Secretary	103600	
Legislature Secretariat	State Gazetted	01/05/2018 FN	31/03/2019 AN	Legislature Secretariat	Additional Secretary	105800	

Disciplinary Actions												
Ref No	Ref date	Nature of charge	Enquiry officer	File No	Penalty	Penalty remarks	Penalty start date	Penalty order No	Penalty order date	Penalty revoke order date	Revoke order no	Revoke order date

Details of Award Received						
Department	District	Office	Nature Of Award	Purpose	Date Of Award	

Leave On Credit		
As On Date	Leave Type	Days On Credit
11/10/2010	Half Pay Leave	375.00
01/07/2015	Earned Leave	254.00
01/07/2016	Earned Leave	257.00
01/07/2017	Earned Leave	260.00
01/06/2018	Half Pay Leave	455.00
01/12/2018	Earned Leave	287.00
30/04/2019	Earned Leave	0.00

Leave Availed					
Leave Type	From Date	To Date	Purpose	Sanction No	Sanction By
Commuted Leave	05/11/1992	05/11/1992			US/LS
Half Pay Leave	02/08/1993	02/08/1993			US/LS
Half Pay Leave	06/08/1993	07/08/1993			US/LS
Earned Leave	29/09/1994	29/09/1994			US/LS
Earned Leave	12/11/1996	12/11/1996			US/LS
Commuted Leave	29/08/1997	29/08/1997			US/LS
Commuted Leave	18/11/1998	18/11/1998			US/LS
Dies-Non	10/01/2002	10/01/2002			US/LS

Dies-Non	06/02/2002	08/03/2002			US/LS
Commuted Leave	05/11/2003	11/11/2003			US/LS
Commuted Leave	02/05/2018	31/05/2018			us

Encashment of Leave During Service				
As on date	No. of days	Amount	Sanction Order No	Sanction Date
01/11/1991	45	0		
01/07/1992	29	0		
03/12/1992	14	0		
01/04/1993	11	0		
01/08/1993	11	0		
01/11/1994	15	0		
01/05/1995	15	0		
01/04/1996	15	0		
01/04/1997	15	0		
01/03/1999	20	0		
01/06/1999	20	0		
01/06/2000	20	0		
01/06/2001	20	0		
01/07/2003	10	0		
01/03/2012	30	49766	13684	29/03/2012
01/03/2013	30	62843	11230	19/03/2013
01/03/2014	30	75608	GE24AA201400000039273	27/03/2014
01/11/2014	30	81852	GE24A201401000156665	21/11/2014
01/07/2015	30	86882	GE24A2015000104769	17/07/2015
01/07/2016	30	114026	201601600077964	10/08/2016
01/07/2017	30	121604	20170100058216	27/07/2017
01/12/2018	13	54241	20190100006864	23/01/2019

Nominations for PF, Pensionary and other claims					
Benefit Name	Nominee name	Nominee address	Relationship	Invalid on the happening of	Amount Portion
G.P.F	Salim A M	Hussain Bungalow, Kuthirakulam P O, Vembayam	Brother		Full
Group Insurance	Alikunju M	Hussain Bungalow, Kuthirakulam P O, Vembayam	Father		Full
S.L.I	Semeenath B	Shiyaz Manzil, Kuthirakulam P O, Vembayam, TVM	Wife		Full

Annual Performance Report submission details			
Period from	Period To	Submitted(Y/ N)	Submitted Date

Annual Property Return submission details			
Period from	Period To	Submitted(Y/ N)	Submitted date

Details of official accommodation availed (Quarters)						
Station	From date	To date	Is Eligible for HRA	Address	Sanction No	Sanction date

Details of disbursement of loans like HBA, MCA, GPF advance etc.					
Loan Item	Instalment No.	Disbursement date	Amount	Order number	Order date

Details of current Loans/ Advance Recovery									
Loan Item	Loan Acc No	Loan Amount	Instalment Amount	No.of Instalments	Last Instalment No.	Amount already paid	Status	Freeze Recovery	Principal or Interest

Details of benefits like GPF, GI, SLI, FBS, D.C.R.G, Pension etc					
Benefit Type	Identifying No.	Sum Assured	Subscription	Risk Effect From	Maturity Date
G.P.F	P&L 938		100		
Group Insurance	0		0		
S.L.I	720001603		0		

Present Salary Details					
Basic Pay:	108000	Bill type:	Gazetted Officers1	Acquittance Group:	
Last Change Date:	01/04/2019	Next Incr. Date:	01/04/2020		
Credit To Bank:	Y	Bank:		Account No.:	701090100000282

Additional Pay and Allowances		
Description	Amount	W.E.Date

Deductions and Recoveries			
SI No.	Deduction	Amount	Details
1	State Life Insurance-sub(129)	150	150
2	State Life Insurance-sub(129)	200	200
1	Income tax(311)	10000	10000
0	Group Insurance Scheme(324)	600	600
0	GPAI Scheme(375)	400	400
1	CMDRF-Flood Relief	15646	15646
1	Arrear to PF(709)	6084	6084
1	Ocki Relief Fund Contribution	1000	1000