

PROCEEDINGS OF THE EXECUTIVE DIRECTOR. SUCHITWA MISSION

PRESENT : K.T. Balabhaskaran

Sub:- Administration – Distribution of Duties and responsibilities to officers and staff at the State Mission – orders issued –reg

Read:- G.O.(MS) NO.149/09/LSGD Dated 31/07/2009

No: 2793/CA/2022/SM

Dated: 03.08.2022

Suchitwa Mission is responsible for providing technical and managerial support to the Local Self Governments of the State and is the Nodal agency for implementing Swachh Bharat Mission (Urban), Swachh Bharat Mission (Rural) and Communication and Capacity Development Unit (CCDU) in the State. With wide range of functions and responsibilities to perform, a proper and equitable distribution of duties and functions is essential to ensure the smooth functioning of the State office of Suchitwa Mission.

The present allocation of duties and responsibilities among the officers and staff has been reviewed with this objective. Relocating certain divisions of the Office to the annex building has necessitated some re-distribution of duties and responsibilities. Further, taking into account the slackness in the implementation of the Urban schemes, it would be more than appropriate to engage the newly joined Director (Operations) with vast experience in various urban local bodies to head the urban schemes. Hence in supersession of all previous orders issued on the subject from time to time, orders are hereby issued for distribution of duties and responsibilities among the officers and staff of Suchitwa Mission, State office. The following directions are issued in this regard.

1. All officials shall take note of the duties and responsibilities assigned as per this order and take necessary action to perform the same from the date of effect of this order.
2. In case of change of any duties currently being performed by an official, files, Registers, databases, spreadsheets etc. related to the same shall be handed over under proper acknowledgement to the official to whom the duty has been assigned as per this order.
3. Programme Officer (IT-Governance) shall ensure transfer of rights and files assigned to the seats concerned, wherever necessary.
4. Work distribution order of Office Attendants and Casual Sweepers will be issued separately.
5. Details of Clerks/DEOs who are allotted various seats is annexed to this order.
6. This order will come into force w.e.f 04-08-2022.

Even though a work distribution order is inevitable in Suchitwa Mission like any other organisation, all are requested to adhere to the mission mode of operations and work in tandem for attaining our noble objectives.

Sd/-

K T Balabhaskaran *
Executive Director

To

All Directors, officers & staff Suchitwa Mission, State office

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

Suchitwa Mission

Work Distribution Chart

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
1	Executive Director	<ol style="list-style-type: none"> 1. The Executive Director, Suchitwa Mission shall be the Chief Executive Officer of the Mission 2. Executive Director of the Mission shall exercise such powers as may be delegated to him by the Governing Body. He shall <ol style="list-style-type: none"> a. be responsible for the management of day-to-day affairs of the Society/Mission b. Maintain the records of the meetings and circulate the same among the members; c. Maintain the records of the Society; and d. Be the Officer who may sue and to be sued on behalf of the Suchitwa Mission e. Enter into agreement for an on behalf of the Society f. Sign and execute all documents of the Society g. Appoint all categories of staff required for the society as per the staff pattern as approved by the Governing Body h. Identify and engage temporary staff, hire short-term consultants to the projects undertaken by the Mission. i. Define the powers, duties and responsibilities of all categories of employees in the Mission and delegate powers as required j. Have powers to sanction official tours, leave of any kind and other entitlements of all the staff of the Mission as applicable subject to the rules and general Government orders in force from time to time. k. Be the disciplinary authority of the staff of the Mission and shall have powers to take action including termination of services of the staff recruited on contract basis. l. Purchase of stores up to Rs. 25.00 lakhs including stationery except purchase of computer, peripherals, furniture, vehicles m. Sanction expenditure up to Rs. 1.00 Crore for continuing works with the same components, scope and administrative sanction. n. Procure goods, works or services up to Rs.5 lakh at a time 	

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2	Director (Operations)	<ol style="list-style-type: none"> 1. The Director (Operations) will be in charge of the implementation of all Urban schemes of the Mission (Swatch Bharath and Suchitwa Keralam), its planning and will report to the Executive Director. 2. To ensure timely formulation and implementation of centrally sponsored schemes in accordance with the relevant Guidelines and liaison with the authorities concerned. 3. To review and prepare project/scheme wise physical and financial progress reports periodically and present the same to the Executive Director for submission to the EC, GB, State Govt and Central Government. 4. To ensure that DSMs take effective action to implement the urban schemes of the Mission. 5. To ensure periodical updation and monitoring of all MIS pertaining to Urban Schemes. 6. To inspect all the District Mission offices/ ULBs from time to time and ensure that the urban schemes of SBM/SK are implemented after following the rules and procedures in this regard. 7. To ensure timely preparation of Five Year Plans/ Annual Plans, matters related with the subsidy guidelines and other proposals to the State Planning Board in coordination with all the other Directors and divisions. 8. To ensure timely submission of Supplementary Demand for Grants whenever necessary to the Government and its follow up. 9. To ensure timely submission of the Performance Appraisal Report of the employees who are working under his/her section to the Executive Director in the prescribed format. 10. To ensure timely drawal, utilization and submission of UC of urban scheme funds from central/ state Governments. 11. To ensure timely sanction and release of urban scheme funds with the recommendation from the concerned directors. 12. To operate bank accounts and to draw/accept or make cheques on behalf of the Mission for amounts not exceeding Rs.50,000/-. 13. Joint Signatory to operate bank accounts and to draw/accept or make cheques on behalf of the Mission along with Executive Director for all amount exceeding Rs.50000/- 14. To fix the annual implementation target of Urban 	ED

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		<p>schemes in consultation with the Executive Director of the Mission and coordinate with the District Missions and motivate them for achieving the same.</p> <p>15. To act as a vigilance officer of the State mission. He/she shall be empowered to make inspection of all units of the State mission whenever necessary with prior approval of the Executive Director and take such action as is deemed necessary like calling for explanation, cross examination, taking down statements, mediation, settlement of dispute as per rules in consultation with the Executive Director wherever necessary</p> <p>16. To monitor and review IEC and Capacity Development Programmes under SBM (U) and Suchitwa keralam (Urban).</p> <p>17. Co-ordination Committee meetings,</p> <p>18. In charge of implementation of Smart Garbage App in Urban local bodies.</p> <p>19. In charge of all campaigns of Suchitwa Mission, except when otherwise ordered by the Executive Director.</p> <p>20. Regularization of leave/punching of Coordinators of District Mission and staff of State Mission (except the Directors) with the due recommendation of the Director concerned or OFM</p> <p>21. Nodal Officer Navakeralam Karma padhathi - 2</p> <p>22. Navakeralam/ Haritha Keralam –State level task force meetings</p> <p>23. Liaison with Clean Kerala company – activities pertaining to ULBs</p> <p>24. To sanction the casual leave of all staff of the Mission except for the Directors</p> <p>25. To sanction the Travelling Allowance bills of the staff except for the Directors</p> <p>26. Purchase of stationeries and computer peripherals</p> <p>27. Purchase of furniture, computers and other equipments those are sanctioned by the Executive Director.</p> <p>28. Sanctioning the fuel and repair charges of the office vehicles including the payment of hired vehicles</p> <p>29. Payment of the rent of the office building</p> <p>30. Payment of miscellaneous expenses including water charge, electricity charge and internet charge.</p> <p>31. To sanction tour programmes and TA advance as per rules to the employees functioning under his/ her section.</p> <p>32. To attend meetings/Conferences pertaining to the</p>	

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		<p>schemes at Central/ State level with prior approval/ direction of the Executive Director.</p> <p>33. To attend any other work that may be assigned to him/her by the Executive Director from time to time.</p>	
3	Director (Drinking Water)	<ol style="list-style-type: none"> 1. The Director (Drinking Water) will be in charge of the implementation of all Rural schemes of the Mission (Swatch Bharath and Suchitwa Keralam) , its planning and will report to the Executive Director. 2. To ensure timely formulation and implementation of centrally sponsored rural schemes in accordance with the relevant Guidelines and liaison with the authorities concerned. 3. To review and prepare project/ scheme wise physical and financial progress reports of rural schemes and periodically present the same to the Executive Director for submission to the EC, GB State Govt and Central Government. 4. To ensure that DSMs take effective action to implement the rural schemes of the Mission. 5. To inspect all the District Mission offices/ Rural LSGIs from time to time and ensure that the rural schemes of SBM/SK are implemented after following the rules and procedures in this regard. 6. To ensure timely submission of the Performance Appraisal Report of the employees who are working under his/ her section to the Executive Director in the prescribed format. 7. To ensure timely drawal, utilization and submission of UC of rural scheme funds from central/ state Governments. 8. To ensure timely sanction and release of rural scheme funds with the recommendation from the Director (SWM/LWM). 9. To ensure periodical updation and monitoring of all MIS pertaining to Rural Schemes. 10. To fix the annual implementation target of the rural schemes in consultation with the Executive Director of the Mission and coordinate with the District Missions and motivate them for achieving the same. 11. To monitor and review IEC and Capacity Development Programmes under SBM (G) and Suchitwa keralam (Rural). 12. Liaison with Clean Kerala company – activities pertaining to Rural local bodies. 13. In charge of PMO, CMO complaint grievance cell 14. Nodal Officer of L.A.reply, Niyamasabha samithi 	ED

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		<p>meetings</p> <p>15. In charge of implementation of Smart Garbage App in Rural local bodies.</p> <p>16. To sanction tour programmes and TA advance as per rules to the employees functioning under his/ her section.</p> <p>17. To attend meetings/Conferences pertaining to the schemes at Central/ State level with prior approval/direction of the Executive Director.</p> <p>18. RTI appellate authority.</p> <p>19. To attend any other work that may be assigned to him/her by the Executive Director from time to time.</p>	
26.	Director (SWM)	<ol style="list-style-type: none"> 1. To give approvals for estimates/ DPRs and give technical sanction/approval for SWM & allied sector projects. 2. To ensure formulation and implementation of Policy and guidelines related to SWM & PWM, sanitary waste, poultry waste, C&D waste, slaughter waste, rejects & Hazardous waste, Legacy waste and other special wastes. 3. To ensure overall technical supervision of SWM & allied sector activities. 4. To empanel service providers/ agencies/ consultants and approve devices and technologies under SWM and allied sectors with the approval of the Executive Director. 5. To attend legal matters pertaining to SWM and allied sectors. 6. To plan technical workshops/Seminar /Discussions pertaining to SWM and allied sectors in consultation with the IEC/CB wing and Directors concerned and ensure its implementation through IEC/CB wing . 7. To convene technical/ expert committee meetings, LSGI/District level meetings pertaining to SWM and allied sectors. 8. To sanction tour programmes and TA advance as per rules to the employees functioning under his/ her section. 9. To coordinate research and development activities pertaining to SWM and allied sectors. 10. To attend meetings/ Conferences pertaining to SWM and allied sectors at Central/ State level with prior approval/ direction of the Executive Director. 11. Conduct required site inspections on matters related to SWM and allied sector 	ED

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		12. To attend any other work that may be assigned to him/her by the Executive Director from time to time.	
4	Director (LWM)	<ol style="list-style-type: none"> 1. To give approvals for estimates/ DPRs and give technical sanction/approval for LWM & allied sector projects. 2. To ensure formulation and implementation of Policy and guidelines related to the LWM & allied sector. 3. To ensure overall technical supervision of LWM & allied sector activities. 4. To empanel service providers/ agencies/ consultants and approve technologies under LWM and allied sectors. 5. To attend legal matters pertaining to LWM and allied sectors. 6. To plan technical workshops/Seminar /Discussions pertaining to LWM and allied sectors in consultation with the IEC/CB wing and Directors concerned and ensure its implementation through IEC/CB wing . 7. To convene technical/ expert committee meetings, LSGI/District level meetings pertaining to LWM and allied sectors. 8. To sanction tour programmes and TA advance as per rules to the employees functioning under his/ her section. 9. To coordinate research and development activities pertaining to LWM and allied sectors. 10. In charge of the development and maintenance of a comprehensive portal with a dashboard reflecting the day-to day progress of all schemes/programs of Suchitwa Mission. 11. In charge of the maintenance of the website of Suchitwa Mission. 12. Project implementation of Thelineer Ozhukum Navakeralam–Clean aquifer campaign -2022 13. To attend meetings/ Conferences pertaining to LWM and allied sectors at Central /State level with prior approval/ direction of the Executive Director. 14. Conduct required site inspections on matters related to LWM and allied sector 15. To attend any other work that may be assigned to him/her by the Executive Director from time to time. 	ED

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
5	Office Cum Finance Manager	<ol style="list-style-type: none"> 1. In charge of the personnel administration of the State and District Missions subject to the control and supervision of the Executive Director. 2. Responsible for the proper maintenance of attendance, Casual Leave and other Leave Registers of the State mission office and ensure its proper maintenance at District Missions also. 3. Responsible for proper maintenance and updating of <ol style="list-style-type: none"> a) Service records. b) Compliance of all applicable labour laws. 4. Overall charge with the approval of the Executive Director for the following functions. <ol style="list-style-type: none"> a) Recruitment through all sources. b) Internal transfer and posting in all cadre's c) Internship/apprenticeship in the State mission and all District level offices of the mission. e) Training and refresher courses for the employees. f) Convening periodical officers' conferences 5. To recommend casual leave of employees in the administration section who are not reporting to any of the Directors 6. Responsible for the salary administration including centralized preparation of pay rolls, the timely payment and rendering of returns relating to the EPF, personal income tax and other statutory payments. 7. Responsible for obtaining, scrutinizing and keeping under safe custody annual property statements, annual confidential reports, performance appraisal records. 8. To ensure that liability if any of an employee is settled or caused to be settled before an employee is relieved from the State/ District mission on retirement, resignation, dismissal etc. 9. To ensure proper distribution and coordination of work among the various seats under his/her sections. 10. To arrange for adequate security measures in the State/ District mission and other offices of suchitwa Mission. 11. Overall charge receiving, recording and distribution of incoming mails and dispatch of all outward communications/ articles. 12. In charge of the maintenance and upkeep of all fixed and tangible assets of the State mission and maintaining records thereto. 13. In charge of the proper upkeep and maintenance of the premises of the mission office subject to the control and direction of the Executive Director. 	ED

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		<ol style="list-style-type: none"> 14. In charge of upkeep and maintenance of computers and other electronic equipment in State mission and keeping records thereto. 15. In charge of various welfare measures extended to the State mission employees from time to time. 16. To sanction tour programmes and TA advance as per rules to the employees functioning under his/her section. 17. To handle the work of co-ordinating replies to the AG Audit/ State Audit etc. and shall act as 'Liaison Officer' 18. To prepare budget, statistical data, statements and concrete proposals for the proper planning, budgeting, and proper functioning of the Mission. 19. To investigate, develop and formulate financial plans to ensure provision of adequate funds to meet long and short term requirements on the most economical and practical basis consistent with sound financial practices. 20. To develop and administer various financial controls, reports and statements as required to accurately depict correct financial conditions and sources and utilization of the established financial plan or desired distribution of assets. 21. To get the accounts and all connected activities of the Mission at the state and district mission offices audited(CA audit and AG's Audit) and to arrange for the rectification of objections raised in audit. 22. To undertake periodical financial audit of District Missions and submit reports to the Executive Director. 23. To ensure proper follow up action on audit reports/ inspection reports etc., of the State /District Mission offices and to watch the rectification of the objections and to apprise the position to the Executive Director. 24. To attend any other work that may be assigned to him/her by the Executive Director from time to time. 	
6	Programme Officer (Health)	<ol style="list-style-type: none"> 1. The nodal officer of all Rural schemes 2. Assist Director (Drinking Water) in planning, implementation , monitoring and evaluation of all Rural schemes of the Mission (Swachh Bharath and Suchitwa Keralam) , 3. To monitor fund expenditure and project implementation status of projects undertaken in SBM (Grameen), Suchitwa Keralam (Rural) Schemes. 	D(DW)

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		<ol style="list-style-type: none"> 4. To take necessary steps to periodically update all the MIS related to the rural schemes. 5. To make necessary arrangements for all State/Central level meetings./ committees related with the schemes concerned 6. To prepare project/scheme wise physical and financial progress reports periodically and present the same to the Directors concerned for submission to the EC, GB, State Govt and Central Government. 7. To monitor SLWM projects implemented by LSGIs (Rural) 8. To monitor implementation status of various Rules published with regard to SLWM by the LSGIs(Rural). 9. To monitor implementation status of SLWM action plans prepared as part of Suchitwa survey and SBM by LSGIs (Rural) 10. Any other work entrusted by the ED/ Director (DW) from time to time. 	
7	Programme Officer (Monitoring) & Public Information Officer	<ol style="list-style-type: none"> 1. State Nodal Officer for all urban schemes. 2. Assist Director (Operations) in planning, implementation , monitoring and evaluation of all Urban schemes of the Mission(Swachh Bharath and Suchitwa Keralam) 3. To formulate and implement centrally sponsored schemes in accordance with the relevant Guidelines and liaison with the authorities concerned. 4. To make necessary arrangements for all State/Central level meetings./ committees related with the schemes concerned 5. To prepare annual implementation targets in consultation with the Directors concerned. 6. To take necessary steps to periodically update all the MIS related to the urban schemes. 7. To prepare project/scheme wise physical and financial progress reports periodically and present the same to the Directors concerned for submission to the EC, GB, State Govt and Central Government. 8. To assist Director (Operations) for timely drawal, utilization and submission of UC of scheme funds from central/ state Governments. 9. To take necessary actions for timely sanction and release of scheme funds. 10. To coordinate and organize review meetings with LSGIs and DSMs for the implementation/ progress of the schemes. 	D(O)

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		<ol style="list-style-type: none"> 11. To supervise IEC and Capacity Development Programmes under SBM (U) and Suchitwa keralam (Urban). 12. To monitor SLWM projects implemented by LSGIs (Urban) 13. To monitor implementation status of various Rules published with regard to SLWM by the LSGIs(Urban). 14. To monitor implementation status of SLWM action plans prepared as part of Suchitwa survey and SBM by LSGIs(Urban) 15. Nodal officer for implementing the Manual Scavenging/Safai Karmacharis 16. Any other work entrusted by the ED/Director (Operations) from time to time. 	
8	Programme Officer (Training)& Expert (LWM) i/c	<ol style="list-style-type: none"> 1. To give technical support and consultation for implementation of LWM projects at LSGI level. 2. To formulate and implement policy/guidelines for LWM/FSSM projects 3. To verify DPRs/Estimates for issuing Technical sanction of LWM/FSSM projects 4. To verify work bills of SM funded LWM/FSSM projects. 5. To give necessary support in technical aspects in legal matters related with LWM 6. To coordinate expert committee meetings related with LWM projects. 7. To manage activities related with empanelment of service providers/ consultants for LWM & other allied sectors 8. Thelineer Ozhukum Navakeralam–formulation of projects 9. To give necessary guidance for scrutinizing routine files related to LWM and allied sectors and submit the same to the Director (LWM) with appropriate remarks.. 10. Any other work entrusted by the Director (LWM)/ED from time to time. 	D(LWM)
9	Senior Consultant (Design)	<ol style="list-style-type: none"> 1. To give technical support and consultation for implementation of SWM projects at LSGIs level. 2. To formulate and implement Policy, guidelines related to SWM & PWM, sanitary waste, poultry waste, C&D waste, slaughter waste, rejects & Hazardous waste, Legacy waste and other special wastes. 3. To verify estimates for issuing TS for all projects in 	D(SWM)

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		<p>SWM & allied sector</p> <ol style="list-style-type: none"> 4. To verify work bills of SM funded projects of SWM & allied sector. 5. To development model estimates, design and guidelines for SWM facilities; 6. To coordinate meetings related with the duties assigned. 7. To give necessary guidance for scrutinizing routine files related to SWM and allied sectors and submit the same to the Director (SWM) with appropriate remarks.. 8. Any other work entrusted by the ED/Director (SWM) from time to time. 	
10	Senior Consultant (Technology)	<ol style="list-style-type: none"> 1. To manage activities related with empanelment of service providers/ consultants for SWM & other allied sectors 2. To give support for the approval of technologies/proposals for SWM & other allied sector (Except LWM), 3. To give support to develop standards and specifications and unit costs for SWM devices/ technologies. 4. To give necessary technical support in matters related with NGT and other cases related to SWM 5. To coordinate meetings related with the duties assigned. 6. To give necessary guidance for scrutinizing routine files related to SWM and allied sectors and submit the same to the Director (SWM) with appropriate remarks.. 7. Any other work entrusted by the ED/Director (SWM) from time to time. 	D(SWM)
11	Sanitation Expert	<ol style="list-style-type: none"> 1. To give technical support for SBM projects 2. To give technical support to SWM & LWM Policy Formulation, 3. To give technical support for evaluation of technologies in SWM/LWM & other allied sectors 4. To give technical support to empanelment of SWM/ LWM agencies/consultants 5. To give technical advice to NGT cases 6. To assist in planning and implementation of technical workshops/Seminar /Discussions pertaining to SLWM 7. To attend the technical committee meetings related to SLWM and allied sectors. 8. Any other work entrusted by the ED/Directors from time to time. 	D(SWM)/ LWM)

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
12	Expert (IEC)	<ol style="list-style-type: none"> 1. To plan, prepare and implement communication needs assessment and evolve strategies for urban projects as per the requirements of the mission 2. To monitor implementation of communication, campaign strategy and plan of Urban projects 3. To guide the districts in formulating and executing IEC plans(Urban) 4. To coordinate and manage publication activities such as content management, norms for publishing, design etc. 5. To prepare articles for journals, publications etc. on Urban projects, 6. Prepare annual Report of Suchitwa Mission 7. To identify & document lessons learnt and good practice at all levels & disseminate appropriately 8. To develop content for the website/ Social media promotions pertaining to Urban projects 9. To arrange for press conferences based on requirement 10. To prepare speeches or press releases in support to the Executive Director/Hon.Minister 11. To coordinate research studies, evaluation of IEC activities related to urban projects. 12. Documentation of IEC, CB of urban Projects of the mission. 13. Empanelment of agencies for preparation of video/ social media modules and artists for supporting IEC activities. 14. Coordinating with the Urban Directorate pertaining to IEC activities. 15. Shall ensure coordination with Programme Officer (IEC) in various IEC activities to attain the common objectives. 16. All campaigns of Suchitwa Mission in SLWM and allied sectors 17. Any other duties assigned by ED/Director (O) from time to time 	D(O)
13	Programme Officer (IEC)	<ol style="list-style-type: none"> 1. To plan, prepare and implement communication needs assessment and evolve strategies for Rural projects as per the requirements of the mission; 2. To monitor implementation of communication, campaign strategy and plan of Rural projects 3. To guide the district in formulating and executing IEC plans(Rural) 4. To coordinate and manage publication activities such as content management, norms for publishing, design 	D(DW)

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		etc.; 5. To Prepare articles for journals, publications etc. on Rural Projects, 6. Identify & document lessons learnt and good practice at all levels & disseminate appropriately; 7. To develop content for the website/ Social media promotions pertaining to Rural projects 8. To arrange for press conferences based on requirement; 9. To prepare speeches or press releases in support of the Executive Director/Hon. Minister 10. To coordinate research studies, evaluation of IEC activities related to rural projects. 11. Documentation of IEC , CB and Rural Projects of the mission 12. Coordinating with the Rural Directorate pertaining to IEC activities. 13. All campaigns of Suchitwa Mission in SLWM and allied sectors 14. Shall ensure coordination with IEC Expert in various IEC activities to attain the common objectives. 15. Any other duties assigned by ED/ Director (DW) from time to time	
14	MIS Expert	1. SBM (U) related MIS and PFMS, 2. Preparation of Google/Spreadsheets for data collection and compilation pertaining to urban schemes, 3. To upkeep online monitoring system development for Suchitwa Mission, 4. Implementation and monitoring of Smart Garbage App pertaining to ULBs 5. Geo tagging and google mapping of waste management accomplishments like TAB project 6. MIS related to LWM activities 7. Any other work assigned from time to time	D(O)
15	Programme Officer (IT-Governance)	1. SBM(G) related MIS 2. Content management of the website 3. Management of DDFS (Paper-less) system in State and Districts 4. To perform office automation, E-governance 5. Implementation and monitoring of Smart Garbage App pertaining to Rural local bodies 6. To upkeep Telephone/ Internet service, Printers and PC related peripherals etc. 7. To maintain the Biometric Punching System of State mission.	D(DW)/ OFM

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		8. MIS related to SWM activities 9. Any other work assigned from time to time	
16	Programme Officer (CCDU)	1. To execute community and capacity development programmes (Training, exposure visit, workshops, write shops & orientation program) for all waste management/ flagship programmes/ activities of all schemes of suchitwa mission. 2. Suchitwa Padavi and Grading of LSGIs. 3. Green protocol, Green Facilitation Centers, Collectors @ School program 4. All training programmes related to SWM, LWM & Campaigns, 5. Nodal officer of Nava Kerala Karma Padhathi-2 6. Any other work assigned from time to time	D(O)
17	Programme Officer (Finance)	1. Fund flows of SBM(Urban)/(Rural) and plan funds. 2. Fund Allocation through BAMS/PFMS to LSGI's and District Missions, 3. Finalization of Accounts -arrangement 4. Custodian of documents and records from/to district mission offices in connection with finalization of accounts. 5. Assistance to Statutory/ A.G.Auditors/A.G.Commercial Audit and Balance Sheet Audit. 6. To handle bills through BIMS for state plan 7. Plan space updating and Centralized payroll – Salary/Arrear/ Salary Recovery remittance. 8. Support in preparation of Budget, maintenance of expenditure statements related to various schemes/funds. 9. Maintenance and up keeping of fixed asset register and general ledger. 10. Provident fund – compilation of recovery details and remittance – Returns concerning PF – PF Statements of Accounts / EPF Damages, EPF Advance and EPF Claims. 11. SLI & GIS of all employees of Suchitwa Mission 12. Professional Tax computation & payment. 13. Disposal of assets/files - State mission and District Offices. 14. File related to retirement benefit of employees (Earned leave terminal surrender) 15. Bank Reconciliations – Control of Fund transfers to /from District mission offices/Inter Account transfers of funds – Certificates of Bank Balances/ 16. Uploading bills in WAMS. 17. Any other work allotted as per exigencies.	OFM

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
18	CA to Executive Director	<ol style="list-style-type: none"> 1. To handle matters relating to Tour Programmes of Executive Directors , Guests of the State mission. 2. To prepare a calendar/of meetings/ programmes to be attended by the Executive Director and bring to his notice in advance 3. To receive all tapal addressed to Suchiwa mission and handing over to Tapal Section after perusal by ED 4. To handle files relating to the Executive committee/Director/Governing body or any other body constituted by Government where Executive Director is a member of the Committee/ Board 5. Assisting in all administrative matters of Executive Director. 6. Receive and route calls to Executive Director. 7. Liaison with Govt, Secretariat and line departments/agencies. 8. Any other work entrusted by the ED from time to time. 	ED
19	Asst Co-ordinator (IEC)	<ol style="list-style-type: none"> 1. Annual plan/five year plan preparation and liaison with state planning Board 2. Executive Committee/Governing Body meeting 3. Planspace Updation in consultation with PO (Fin) 4. District Coordinators meeting 5. To handle files relating to Staff meeting 6. Correspondances with Central/State Government/ Planning Board specifically assigned by the Executive Director 7. Any other work entrusted by ED from time to time. 	ED/D(O)
20	Computer Programmer	<ol style="list-style-type: none"> 1. To update the Social Media like (Facebook, YouTube, Instagram & twitter) 2. Upkeep of SM Pay application. 3. To design & Layout the Posters & Booklets 4. To prepare presentations & Shorts Videos for IEC Activities 5. Photo documentation of various events conducted by State & district missions. 	Expert (IEC)/ PO IEC
21	Technical Assistant (1) - LWM	<ol style="list-style-type: none"> 1. Scrutiny of projects and estimates for issuing technical sanction for LWM projects. 2. Scrutiny of bills related to LWM and sanitation having financial support from Suchitwa Mission. 3. Any other work entrusted from time to time. 	Expert (LWM)

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
22	Technical Assistant (2) - SWM	<ol style="list-style-type: none"> 1. Scrutiny of projects and estimates for issuing technical sanction for SWM projects. 2. Scrutiny of bills of SWM projects having financial support from Suchitwa Mission 3. Any other work entrusted from time to time. 	SC(D)
23	Clerk Section A	<ol style="list-style-type: none"> 1. Establishment matters of State Suchitwa Mission and District Mission coordinators. To maintain personal files of State mission employees. 2. Files relating to the appointment/Redeployment & transfer of personnel of State mission and District Missions (Deputation, Contract, Employment Exchange and daily wages) 3. Appointment of Apprentices/Interns in State mission & in District mission office. 4. Reports/Petitions involving Vigilance enquiry and allied matters. 5. Files relating to Bye law and other related matters. 6. All complaints received from Government and District Mission Offices in connection with establishment matters. 7. Matters related to disciplinary action under KCS and CCA Rule 1960 of all employees of Suchitwa mission 8. To process files submitted for financial assistance for sanitation Projects taken up in SBM (Gramin) and SK (Rural) schemes. 9. To process files on SBM(Gramin) guidelines 10. To support implementation of SBM(Gramin) and SK(Rural) projects 11. To communicate files(rural) related to Central Ministry 12. Submission of UC to SBM (Gramin) to central government and SK(rural) to State Govt. 13. Files related to Gobardhan projects 14. Any other works allotted from time to time 	OFM
24	Clerk Section B	<ol style="list-style-type: none"> 1. To process files related to purchase, maintenance and repair of vehicles in state missions and all district mission offices (Insurance, maintenance of diesel register, log book and other connected matters), purchase of furniture/fixtures in the State mission and District mission offices and report the purchase committee from time to time. 2. To process TA bills, advertisement of bills and maintaining its register pertaining to establishment and general matters. 3. To maintain office register on agreements/ work 	OFM

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		<p>execution, register for computers, printers, office equipment, vehicles, photocopier, fax machines, tonner service etc.</p> <p>4. To process files relating to payment of Newspapers/Periodicals, Electricity, Telephone bills, water bill, diesel bill, courier bills, purchase of Postage stamps, rent and upkeep of relevant registers.</p> <p>5. To process files on purchase and printing of registers/ledgers/forms etc. and its supply to District offices and maintenance of its Stock Register, purchase and distribution of office stationery for use in the State mission, maintenance of its Stock Register and act as custodian of store and record room.</p> <p>6. To prepare replies for RTI, General petitions, Audit, Rajya sabha and LA relating to the concerned section.</p> <p>7. Matters relating to OP in High Court in connection with Establishment and maintenance of Suit Register.</p> <p>8. To prepare replies for RTI, General petitions, Audit and LA relating to the concerned section.</p> <p>9. Files related to Legislative Committees.</p> <p>10. Internal Complaints Committee.</p> <p>11. Any other works allotted from time to time</p>	
25	DEO-1	<p>1. Data entry work of B section.</p> <p>2. LA Compilation,</p> <p>3. PMO, CMO complaint grievance cell</p> <p>4. Any other works allotted from time to time.</p>	OFM, PO(H)
26	DEO-2	<p>1. Data entry work of A section.</p> <p>2. Any other works allotted from time to time.</p>	OFM
27	DEO& Clerk C1 Section	<p>1. To process files submitted for technical sanction for SWM projects undertaken by rural LBs.</p> <p>2. To process files on Waste to Energy Plant.</p> <p>3. To process files submitted for establishing Slaughter House and crematorium facilities in Rural LBs.</p> <p>4. To process files on Bioremediation projects proposed by Rural LBs.</p> <p>5. To process files on KIIFB projects.</p> <p>6. To prepare replies for RTI, General petitions, Audit and LA relating to the concerned section.</p> <p>7. Any other works allotted from time to time.</p>	D(DW)/ D(SWM)
28	DEO& Clerk	<p>1. To process files submitted for technical sanction for SWM projects undertaken by urban LBs.</p>	D(O)/ D(SWM)

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
	C2 Section	<ol style="list-style-type: none"> 2. To process files submitted for establishing Slaughter House and crematorium facilities in Urban LBs. 3. To process files on Bioremediation projects proposed by Urban LBs. 4. To process files on KSWMP projects. 5. To process files on NGT cases related to SWM 6. To prepare replies for RTI, General petitions, Audit and LA relating to the concerned section. 7. Any other works allotted from time to time. 	
29	DEO& Clerk C3 section	<ol style="list-style-type: none"> 1. To process files on Solid Waste Management policy and Bylaw. 2. To process files on Plastic Waste Management policy and Bylaw. 3. To process files on Sanitary Waste, Poultry Waste, C&D waste, Slaughter Waste, Hazardous Waste and special waste management Guidelines and implementation. 4. To prepare replies for RTI, General petitions, Audit and LA relating to the concerned section. 5. Any other works allotted from time to time. 	D(SWM)
30	DEO& Clerk C4 Section	<ol style="list-style-type: none"> 1. To process files submitted for approval of New SWM Technologies and devices 2. To process files submitted for empanelment of Service Provider in SWM and allied sector. 3. To process files submitted for empanelment of consultants for SWM and allied sector. 4. To process files submitted for approval of design, specifications, guidelines and unit rate for SWM devices. 5. To process files on performance evaluation of empanelled agencies. 6. To prepare replies for RTI, General petitions, Audit and LA relating to the concerned section. 7. Any other works allotted from time to time. 	D(SWM)
31	DEO& Clerk D	<ol style="list-style-type: none"> 1. Documentation works of IEC materials. 2. To handle files related to IEC activities done by suchitwa Mission. 3. Documentation of annual Report of Suchitwa Mission. 4. To process files on Arogya Jagratha Campaign. 5. To process files on pre monsoon Campaign. 6. Navakerala Puraskar 7. To prepare replies for RTI, General petitions, Audit and LA relating to the concerned section. 8. Any other works allotted from time to time. 	Expert (IEC), PO(IEC)

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
32	D1	<ol style="list-style-type: none"> 1. To process files submitted for financial assistance for Sanitation Projects taken up in SBM(U) and SK(U) schemes. 2. To process files on SBM (U) guidelines 3. To support implementation of SBM(U) and SK(U) projects 4. To communicate Urban files related to Central Ministry, 5. Submission of UC to SBM (U) to central government and SK(urban) to State Govt. 6. To process files on PFMS, 7. To prepare replies for RTI, General petitions, Audit, Rajya sabha and LA relating to the concerned section. 8. Any other works allotted from time to time. 	PO(M)
33	DEO E1 Section	<ol style="list-style-type: none"> 1. To access and route all electronic mail as well as physical (tapal) communications to concerned Directors and sections. 2. Files related to Smart Garbage App 3. Files of other IT related schemes and activities 4. Any other works allotted from time to time. 	OFM/ PO (IT)
34	E2	<ol style="list-style-type: none"> 1. To Process files on community and capacity development programmes (Training, exposure visit, workshops, write shops & orientation program) for all waste management/ flagship programmes/ activities of all schemes of suchitwa mission. 2. To process files on Green Protocol, Green Facilitation Centers, Collectors @ School program. 3. To process files on Suchitwa Padavi, Grading 4. To prepare replies for RTI, General petitions, Audit and LA relating to the concerned section. 5. Any other work entrusted from time to time. 	PO (CCDU)
35	F Section & Accountant	<ol style="list-style-type: none"> 1. To process accounts of all projects being implemented by Suchitwa Mission. 2. To maintenance Cash Book, Cheque issue Register, Security Deposit Register, 3. Keeping Imprest money and related files and Register, 4. Reconciliation of transactions with 4 Treasuries and 7 Banks, 5. Preparation of salary proceedings of state mission & CCDU employees. 6. Disbursement of salary to State Suchitwa Mission staff and District Suchitwa Mission Co-ordinators, PMU and CCDU and staff selected through CMD. 	OFM, PO(F)

Sl. No.	Incumbent	Duties and responsibilities	Reporting Officer
		<ol style="list-style-type: none"> 7. Various recoveries from salary of Suchitwa Mission Staff and District Suchitwa Missions Staff and remittance of recovery amount related to GPF, EPF, SLI, GIS, HBA, NPS, and Income Tax, etc. 8. Also remittances of Income Tax /GST deducted from various agencies for the transaction with Suchitwa Mission. 9. Ensuring Submission of UC to GoI routing all financial related files to concerned Directors through OFM, 10. Replies to L.A Interpellation, RTI and replies to Audit Enquiry relating to section. 11. TDS/Contractors/Rent/Professional charges/salary of employees - filing of returns etc. – Certificates of TDS – Annual Returns/Issuance of Form No.16. 12. Adjustment of Journal Vouchers 13. GST payments and filing returns. 14. Kerala Flood Cess payment and filing of returns. 15. Service Tax, payment and filing. 16. Employees Advances/Adjustment and Settlement thereof. 17. Receipts and payments of cash. 18. Cheque payments/ Preparation of Receipts/Payment vouchers/Credit adjustment vouchers. 19. Transfer of funds to District Missions. 20. 21. Any other works allotted from time to time. 	
36	DEO& Clerk G section	<ol style="list-style-type: none"> 1. To process files submitted for technical sanction for LWM/FSSM Projects. 2. To process files submitted for empanelment of consultants for LWM. 3. Eco Restoration (Kuttanad & Sasthamcotta), 4. Brahmapuram & Wellington Island Septage Treatment Plants, 5. NGT cases related to LWM. 6. To prepare replies for RTI, General petitions, Audit and LA relating to the concerned section. 7. Any other works allotted from time to time. 	D(LWM)

**SEAT ALLOTMENT ORDER FOR THE STAFF OF SUCHITWA MISSION,
STATE OFFICE**

Sl.No	Section/ Designation	Name of staff
1	Technical Assistant (1) - LWM	Sri. B. Rajasekharan Nair
2	Technical Assistant (2) - SWM	Sri. Raju.M.D
3	A	Sri. Varadarajan
4	B	Sri. Satheesh
5	C1	Smt. Sheena LS
6	C2	Sri. Shibi N A
7	C3	Smt.Vanaja. N
8	C4	Smt. R.S Beena
9	D	Smt Rajani .T.R
10	D1	Smt. Sainey Ravindran
11	E1	Smt.Sunitha. S.V
12	E2	Smt. Mayoore M.Nair
13	G	Smt.Tessy Markose
14	DEO-1	Smt. Meena Kumari
15	DEO-2	Smt. Sisily Jacob