

Work Distribution - Administration Branch

Deputy Registrar : Sri.Mohanakrishnan C.S. (ID No.1941)

Ad DR's Section

Smt.Sumathy K., OS (ID No. 3662) : She will attend to receipt and distribution of tappal articles.

Sri.Saidalikutty V.K. Lab Asst. (ID No.2690) : Attend to the duty of Peon on work arrangement.

Assistant Registrar- I : Sri. Mohamed Shareef Manhampally., (ID No.1973)

Administration 'C' Section

Section Officer : Sri.Shibudheen P.P., (ID No.2705)

C1- Smt.Gritta Joseph (ID No.3586)

Maintenance of Service books, sanctioning of leave, increment etc. of Assistant, Overseer Gr.II, Pump Operator, Electricity Worker, Electrician etc. Probation, posting and fixation of pay of Library Assistant, Lab Assistant, Roneo Operator, Hospital Assistant. Declaration of probation of Assistant. Sanctioning of Uniform Allowance to Library Assistants, Lab Assistants, Audit objection and RTI request related to these matters. Maintenance of RTI, increment, probation, audit objection and incumbent registers. Preparation of Syndicate notes and its related works. Works related to LA Interpellation and the forwarding of Service book of former Assistant who are relieved/transferred earlier. Verification and attestation of reimbursement of medical expenses, special casual leave, HBA of these cadres.

C2 - Sri.Binesh A.R. (ID No.3445)

Maintenance of Service books, Sanctioning of Leave, increment, Surrender of Earned Leave and Terminal Surrender of Leave of Assistant Section Officer, Professional Assistant Grade II, Assistant Foreman, Junior Foreman etc. Appointment of Driver, clearing of audit objections and RTI request related to these matters. Maintenance of RTI, probation, increment, audit objections and LWA Registers. Preparation of Syndicate Notes and its related works. Verification and attestation of reimbursement of medical allowances and special casual leave and HBA of these cadres.

C3- Sri. Shaji. K.M. (ID No.3524)

Clearing of audit objections arised by JD KSAD and Internal Audit Wing. Opening of Service Book of Assistant, Computer Assistant, Binder, Printer, Electrician, Electricity Worker, Plumber, Pump Operator etc. Fixation of pay of Senior Grade Assistant, Assistant Section Officer, Computer Assistant Grade I, Computer Assistant Senior Grade, Computer Assistant Sel.Gr., Printer Gr.I, Printer Sr.Gr., Binder, Binder Sr.Gr., Assistant Foreman etc. Attestation of certificate into the Service book of these cadres. Verification of salary certificates, Maintenance of RTI, incumbent registers etc.

C4- Sri.Fakkrudheen K. (ID No.4103)

Maintenance of service book, sanctioning of leave, increment, Surrender of Earned Leave/Terminal surrender of Assistant Sr.Gr., Computer Assistant, Binder, Printer, Proof Reader, Clerical Assistants etc. Declaration of probation of Clerical Assistant. Reckoning of prior service of Assistant. Maintenance of LWA, RTI, and increment registers. Verification and attestation of medical expenses, Special Casual Leave, HBA of these cadres. Preparation of Syndicate notes and its related works. Verification and attestation of reimbursement of medical expenses, special casual leave, HBA of these cadres.

Office Attendant : **Smt.Reeja P. (ID No.4338)**

Administration 'E' Section

Section Officer : Sri. Biju Geroje. K. (ID No.2468)

E1 – Smt. Dhalia Chandran (ID No.3336)

Appointment/Posting/Transfer and other allied service matters (except granting of increment, leave and Surrender of Leave) in respect of Peon/Watchman, Sweepers (Full time & Part time), Security Guards, Gardeners (including Garden Maistry), Room Boy cum bearer, Groundsman, Animal Room Assistant, Field cum Animal Room Attender, Specimen Collector and Gurkha Watchmen. Appointment of Security Guards and Last Grade Servants on contract basis (Roomboy cum Bearers, Groundsman/Sweepers etc.). Audit objections and RTI requests related to these matters, maintenance of RTI, Incumbent and Audit objection registers. Consolidation and preparation of staff list for election duty. Work related to distribution and return of Election duty orders received from Election Commission. Sanctioning of Special Allowance to personal staff of Statutory Officers/Special Allowances for handling cash.

E2- Smt.Anuradha V. (ID No.3335)

Preparation of contingent bills related to all payments from the head of account Part I-01-General Administration (except salary & TA) and other general heads of accounts. Maintenance of current account in the name of Registrar in SBT. Processing of cheques/Demand Drafts issued in the name of Registrar. Maintenance of cash book/cheque-DD Register. Maintenance of PA in the name of Deputy Registrar, Administration and its recoupment. Calculation of excess pay and allowances drawn for the period upto 31.03.1994 in cases of regulating pay on audit objection. Sanctioning of leave and Surrender of Earned Leave in respect of Section Officers.

E3 - Smt.Hazeena Hussain (ID No.3338)

Appointment/Posting/Transfer and other allied service matters of Section Officers, Declaration of probation of Section Officers, Appointment/Posting/Transfer and other allied service matters of Computer Assistant Category:

- i) Computer Assistant (except declaration of probation/granting of leave, increment, fixation of pay)
- ii) Office Superintendent (except granting leave)
- iii) Section Officer (FC & D) (except granting leave)
- iv) Pool Officer (except granting leave)

Sanctioning of higher grade to Section Officers, Audit objections and RTI requests related to these matters, maintenance of RTI, Incumbent and Audit objection registers.

Administration 'K' Section

Section Officer : Sri. Abdul Majeed Puliyanthadan (ID No.2101)

K1 - Smt. Mini C. (ID No.3732)

Engagement and Payment of daily wage employees viz; CLR Peons/Sweepers, Gardeners in the Landscaping Unit, Botanical Garden & IET, Full Time Sweeper at the residence of Vice-Chancellor and Pro –Vice-Chancellor, Tea Boy in the office of the Vice Chancellor, Bucket Cleaner & Attender in the Women's Hostel - Payment of Part Time Sweeper in the JMC, Thrissur and payment of Peon on daily wage basis in the Information Centre, Vatakara - Maintenance of engagement and vacancy registers - Audit objections and RTI requests related to these matters. Consolidation of RTI replies from various Branches.

K2 - Smt. Sabna M.K. (ID No.4139)

Engagement and Payment of daily wage employees viz; Drivers, Filter Plant Cleaners, Substation Cleaner, Carpenters and Additional carpenter, Substation Cleaner, Overseers, Electricity Workers in the Engineering Department and IET, Herbarium worker in the Department of Botany, Lab Assistant in Department of Bio-technology, Skilled worker in the Malayalam Department, Press workers in various category and Plate Makers in the University Press - Engagement of CLR Binding Helpers on rotation basis - Re-engagement of Professional Assistants on daily wage basis - Maintenance of Engagement registers - Preparation of DDFS Work report - Payment of Pump Operators in the Engineering Department, Payment of daily wage employees in the Department of Economics and School of Drama and Fine Arts, JMC,Thrissur - Audit objections and RTI requests related to these matters - Issuance of Experience certificates for various purposes.

K3 - Smt. Bindu P. (ID No.3349)

Implementation of all Government Orders / Circulars - Issuing Circulars granting of permission to attend various functions; General Body meetings of the service organization societies / seminars / conferences - Maintenance of G.O. Implementation Register - Preparation of statistics - Preparation and consolidation of details of non teaching staff required by UGC, Central and state Govt., various agencies like AG,JDLFA,SC/ST, Women's Commission, Minority & Backward commission etc - Data collection for the preparation of Annual Report - Engagement of Technicians on daily wage basis in USIC. Miscellaneous ascs related to the appointment of Peon/Watchman - Audit objections and RTI requests related to these matters.

K4 - Sri. Adam Malik Saleem Mohamed K. (ID No.3566)

Implementation of various orders of the Vice-Chancellor, administrative orders of the Vice-Chancellor in the files of other branches - complaints from students, various other matters - General matters regarding the JMC - LA Interpellation: Posting of Nodal Officers, Distribution of LA interpellation, Collection and submission of data related to LA interpellation, consolidation of replies received from various branches - Collection, consolidation & furnishing the reply to Senate & LS questions - The Prime Minister's & Chief Minister's distress relief fund - The complaints related to harassment of women, Correspondence with central and state agencies - Complaints and representation from various agencies including service organizations, Complaints of destructions, damages / threatening & Derogatory notices / unwanted incidents etc. - Theft and Burglary on the Campus - Stray dog menace - Posting of PIO's & APIO's - Reply to RTI requests : - KSRS Act 2012 implementation and further related works - Pay revision : Data Collection , Submission of proposals, Order implementation, anomaly rectification - The matters related with strikes , Implementation of dies non , Issuing orders, Circulars, Directions to deal with - Settlement and related meetings - Implementation of the minutes of the various meetings : Consensus committee - Implementation of the decisions arising the Syndicate meeting - Conduct of referendum, Preparation of data - Proposals for creation of various posts - Bifurcation and formation of various branches and sections - Options to various universities, Vacancy notification, Deputation - Maintenance of various registers, RTI Register, LA Register etc, - Orders, timely instructions, complaints related to Biometric punching - Matters related to central Library, time scheduling, orders related to stock - Matters related to Work Study - Consolidation of replies to audit objections related to Administration branch raised by AG, JDLFA & PAC - matters related to HRA - General & Miscellaneous matters : Correspondence with Government in various matters - Friends Jana Sevana Kendram, starting of information centres - Internal audit wing, Action initiation -Vigilance Cell - Office Procedures, Maintenance of Punctuality - Adhalath - E-governance - Pending Files - National Pension System - Creation of Pension fund - State non plan grant - Consolidation of various matters pertaining to the Administration Branch - Janasamparka paripadi - Processing communications from various organizations / institutions regarding invitation to seminars, work shop, meetings, and such other programmes - Matters related to other Universities, circulating informations - Conduct of condolence meeting - General Matters regarding Pareeksha Bhavan.

Recruitment Section

Section Officer	: Sri. Abdussamad M. (ID No.2556)
Assistants	: 1. Smt.Nithya G. (ID No.4450) 2. Smt.Swapna V.P. (ID No.4313) 3. Sri.Mujeeb Rahman P. (ID No.3749)
Office Attendant	: Smt.Bindu Puthiyedath Parambatheeri (ID No.4343)

Verification of online/offline applications received for selection of various posts – Preparation of Bio-data of candidates for selection to various posts – To make arrangements for conduct of interviews (contract, daily wage basis and permanent) – Preparation of para-wise statements, requisitions under RTI, related to appointments/selection procedure, maintenance of RTI Register, Recruitment Register, Preparation of Short List and preparation of Rank List, Preparation of various reports regarding appointment in the University.

Note : The Section Officer, Recruitment Cell shall assign duties to the Assistants under him according to the merit/urgency of the work.

Assistant Registrar- II : **Sri. Chandrabhanu T.K., (ID No.1902)**

Administration 'A' Section

Section Officer : Sri.Vijayan. C.K. (ID No.2548)

A1 - Sri. Sumesh V.V. (ID No.4329)

Appointment/Posting/Transfer and other service matters (except that of fixation, granting of increment, leave surrender etc) in respect of Assistants, Clerical Assistants, Employment under compassionate ground in respect of Assistants, Clerical Assistants, Audit Objections and RTI requests, maintenance of Audit object register, Register of RTI and Incumbent register. Issuance of Experience Certificate and NOCs for various purposes to the employees of the above categories, engagement of contract Assistants

A2 - Smt.Haseena. M. (ID No.3880)

Service matters including appointment/posting etc. in respect of Technical staff of University Health Centre and USIC/Service matters including appointment/ Posting/promotions of Technicians in Teaching departments, Service matters including appointment/Posting in respect of Field Assistant, Plantation Assistant, Herbarium Curators, Manuscript Keeper in the Department, Service matters including appointment /posting etc., of Computer Programmers/DTP operators/Graphic designer/Software Engineer, Senior Programmer, Media Production Assistant, Service matters including appointment in respect of staff in Art and Photography Unit, Audit objection and RTI request related to these matters, Inter University Transfer, maintenance of RTI, Audit Objection and Incumbent registers, Appointment of Apprentices, Ordinance Amendment, Experience Certificate and NOC for various purposes to the staff, Appointment of Assistant Farm Superintendent, Field Assistant, Plantation Assistant in the Estate Office on contract basis.

A3- Smt.Nusaiba Bai Kallumpurath (ID No.3603)

Service matters including appointment/posting/promotion/transfer etc. in respect of all technical posts except that of University Engineer in the Engineering Department, Service matters including appointment/posting/ promotion/transfer etc. in respect of all technical posts in University press except that of Press Superintendent. Employment under compassionate grounds in respect of technical staff of University Press and Engineering department. Fixation of pay of technical employees of University Press and Engineering department, Engagement of Contract employees and sanctioning salary in respect of these contract employees of Engineering Department and University press, Audit objections and RTI requests related to these matters, Maintenance of RTI, Audit Objection and Incumbent Registers, Issuance of Experience Certificate and NOCs for various purposes to the Technical employees of University Press and Engineering Department.

A4 – Smt.Dhanya K. (ID No.4273)

Sanctioning of duty leave and special disability leave to all staff as per KSR, Special casual leave for physically challenged staff, Parent of physically/mentally challenged children, hemotherapy/ Heart Surgery.

Administration 'F' Section

Section Officer : Smt. Beena C.K. (ID No.2721)

F1 – Sri.Sreejesh P.Gopi (ID No.3941)

Appointment, posting, transfer, NOC, deputation and realization of deputation allowance etc. in respect of Assistant Registrars/Deputy Registrars/Joint Registrars/Professional Assistants Grade II/I/Junior Librarians/Assistant Librarians, Declaration of probation and confirmation and duty leave in respect of Assistant Registrars/Deputy Registrars/Joint Registrars/Information Scientist/Professional Assistants Grade I/Junior Librarian/Assistant Librarian and related matters, Sanctioning of leave, Surrender Leave Salary etc. in respect of AR/DR/JR, Appointment of Professional Assistants on daily wage basis, at the centers where cost based courses are offered. Clearance of audit objections/RTI questions in respect of these items, Reckoning of past service of all the officers mentioned above except Professional Assistant Grade II, maintenance of Incumbent Register, Audit Objection Register, RTI Register.

F2 – Sri.Jayaprakash T.K. (ID No.3436)

Appointment, NOC, deputation and other service matters of VC/PVC/Registrar/CE/FO/ Instrumentation Engineer/ University Engineer/Dean of Students Welfare/University Librarian/ Deputy Librarian /DCDC/Publication Officer/Coaches/Deputy Director/Assistant Director of Adult Education/NSS Programme Co-ordinator/Medical Officers (Lady) /Physician/ Standing Counsel/Legal Advisor/Superintendent, University Press/Publication Officer, Public Relations Officer, Sanctioning of leave, Surrender Leave Salary etc. in respect of all self drawing officers, other than the section Officers, Assistant Registrars/Deputy Registrars/Joint Registrars, Maintenance of Incumbent Register, Audit objection Register, RTI Register, Clearance of all audit objections/RTI questions in respect of the above matters.

F3 – Smt. Praneetha T. (ID No.3184)

Maintenance of Service books, declaration of probation, sanctioning of all kinds of leave, sanctioning of annual increment, fixation of pay on regular promotion/Grade promotion etc. in respect of Class IV employees/Drivers/Conductors/Cleaners/Security Guards/Assistant Programmer/ Artist Photographer/ Room Boy cum bearer/Assistant Photographer/Housekeeper/ Matron/Field-cum-Animal room Assistant/Skilled Assistant/Manuscript Assistant, workshop mechanic cum liquid nitrogen plant operator, Paramedical Staff/Library Assistants/Lab Assistants/Roneo Operators/Assistant curator/A/C room mechanic/Glass Blower/Hospital Assistants/Field Assistants/Technicians etc, service verification, clearance of audit objections, service verification, Clearance of audit objections/RTI questions etc. in respect of the above matters, Maintenance of Incumbent Register, Audit objection register, RTI Register.

F4 – Smt. Vandana I.P. (ID No.3340)

To issue sanction orders to open Current/SB Account/Permanent/Imprest advance and other related matters, Refund of wrong remittance in the CUF, Payment of subscription charges of dailies to Agents, Payment of Audit charges, Miscellaneous items which require administrative sanction not covered in the distribution. Maintenance of RTI registers. Preparation of list of staff for various training programmes, Forwarding return of all the staff members to Kerala Lok Ayukta.

Administration 'H' section

Section Officer : Sri. Prasanth Kunhiparambath (ID No.2491)

Asst. 1: **Smt.Arya Mukundan** (ID No.3552) & Asst.4 : **Sri.Suhaib C.P.** (ID No.4291)

Works related with the preparation of pension papers in r/o Registrar, Finance Officer, Controller of Examinations, Director, SDE, all Heads of Departments and Teaching staff, Joint Registrar, Deputy Registrar, Pool Officer, Librarian, Deputy Librarian, Asst. Librarian, Professional Asst. I & II, Executive Engineer, Asst. Executive Engineer, Instrumentation Engineer, Curator, System Administrator, Public Relations Officer, Scientific Officer, Press Supdt, Asst. Press Supdt, Asst. Director- Physical Education etc. The following works related with the above category ie verification of pension application in duplicate, preparation and forwarding the pension benefit proposal along with the service records to JDLFA for verification, dropping of audit objections from JDLFA, preparation and issuance of Pension Payment Order, releasing the last pay, restoration of commuted portion of pension, revision of pension consequent to pay revision, revision of DCRG consequent to DA increase, sanctioning Family Pension in the cases of the demise of the employee/pensioner, preparation of para wise with regard to the writ, Reply to RTI and maintenance of RTI register, maintenance of Audit objection Register, preparation of Data bank of pensioner and other works assigned by the Officers from time to time.

Asst. 2 : **Smt. Indulekha.N** (ID No.3869)

Works related with the preparation of pension papers in r/o Section Officer, Section Officer (HG), Section Officer (FC&D), Section Officer (FC&D, HG), Office Supdt, Assistant Registrar, Assistant Registrar (HG) etc. The following works related with the above category ie verification of pension application in duplicate, preparation and forwarding the pension benefit proposal along with the service records to JDLFA for verification, dropping of audit objections from JDLFA, preparation and issuance of Pension Payment Order, releasing the last pay, restoration of commuted portion of pension, revision of pension consequent to pay revision, revision of DCRG consequent to DA increase, sanctioning Family Pension in the cases of the demise of the employee/pensioner, preparation of para wise with regard to the writ, Reply to RTI and maintenance of RTI register, maintenance of Audit objection Register, preparation of Data bank of pensioner, preparation of retirement list of each year and other works assigned by the Officers from time to time.

Asst.3 : **Sri. Sanoop. K.V** (ID No.3430)

Works related with the preparation of pension papers in r/o of all Class IV employees, Gardner, Garden maistry, Staff Nurse, Nursing Asst, Pharmacist, Hospital Asst, Plumber, Electrician, Pump operator, Telephone Operator, Telephone Supervisor, Roneo Operator, Photographer, LD/UD Typist, Assistant, Assistant Grade Senior, Assistant Section Officer, Computer Assistant, all non gazatted technical staff in the University Press, Engineering Department, General Foreman, Junior Foreman, University Press, Proof reader, Binder, Library Asst, Lab Asst, Store keeper, Technician, Overseer Grade I&II, Clerical Asst, Watchman, Security Guard, Drivers etc. The following works related with the above category ie verification of pension application in duplicate, preparation and forwarding the pension benefit proposal along with the service

records to JDLFA for verification, dropping of audit objections from JDLFA, preparation and issuance of Pension Payment Order, releasing the last pay, restoration of commuted portion of pension, revision of pension consequent to pay revision, revision of DCRG consequent to DA increase, sanctioning Family Pension in the cases of the demise of the employee/pensioner, preparation of para wise with regard to the writ, Reply to RTI and maintenance of RTI register, maintenance of Audit objection Register, preparation of Data bank of pensioner and other works assigned by the Officers from time to time.

Office Attendant : **Smt.Latha P.** (ID No.4335)

Assistant Registrar- III

: **Sri. Abdunassir P.S.** (ID No.1898)

LEGAL CELL

Section Officer : **Sri.Shameer K.S.** (ID No.3305)

L.C. 1 – Sri.Vijayakumaran Nair T.V. (ID No.3289)

Cases related to appointment of Teaching and Non Teaching Categories, cases related to pension and allied subjects, cases related to service matters in respect of University press employees, correspondence with standing counsel, Legal Advisor, Reply to RTI related with the above matters, Forwarding of copies of petitions and judgment to concerned Section and to collect parawise statement and other documents and transmission of these to Standing Counsel, to take steps to get legal advise in matters require so.

L.C. 2 – Sri. Abdul Hameed Mancheri (ID No.4305)

Cases relating to affiliation of Colleges, Cases related to Examination, Revaluation and allied matters, Cases related to inter college transfer, Professional Courses and related matters, Miscellaneous cases related to Dean's office, all other cases related to Students, Forwarding of petitions and judgment to concerned section and to collect parawise statement and other documents and transmission of these to Standing Counsel, to take steps to get legal advise in matters require so. Reply to RTI related with above matters.

L.C. 3 – Smt. Kavitha. P. (ID No.3581)

All works related to legal charges, maintenance of Register of Legal Charges, Any other urgent work related to Legal Cell entrusted by superior officers. Maintenance of RTI register and Suit Register of both seats of LC1 and LC2.

L.C. 4 – Smt.Shameem K. (ID No.3587)

Disciplinary action against non-teaching staff – Assistants, Assistant Section Officer, Section Officer, Assistant Registrar, Deputy Registrar and Joint Registrar and RTI. Disciplinary action against teaching staff, Engineering staff, non-teaching staff below Assistants – Clerical Assistants, Peons, Gardeners, Typists, Technical Staff, students and cases related to outsiders like recent attack on 18/.03/2015 etc. and RTI, security wing.

Administration Store

Section Officer : Sri.Sudarsanan (ID No.2182)

AS.1 – Sri.Premarajan V (ID No.2937)

Makes necessary arrangement for giving print order and to takes stock of printed items. Distribution of the required forms/registers etc. to various departments/individuals on proper acknowledgement is made here. Maintains Stock register of registers thus supplied from the Ad.Store. A separate register for A4 paper is kept here. Besides, this seat also requires efficiency in DDFS and E-governance. All stock details are stored on computer for reference. The recanning of chairs and the shifting of furniture in the University is done in the seat. TR-5 books are issued from this seat and recorded.

AS.2 – Smt.Renjini M.P. (ID No.4156)

Purchase of Stationary, Issue of Stationary items to various departments on proper acknowledgement, Purchase of rubber stamps/name boards etc. for various officers, maintenance of Stock register for furniture, Stationary items like Computer and its accessories supplied through Central Store it done in this seat. Maintenance of Issue register in respect of these items, maintenance of Audit objection register, RTI register etc., related to the section's work. The register for all these bills are kept. Forms for UG and PG courses, Transfer of college forms, change of names and condonation forms are issued from this seat on receipt of chalan. These are also recorded in stock register. This seat also records the annual issuance of the University calendar and Diary as per order.

Clerical Assistant : Sri.Pramod Kumar K.P. (ID No.2886)

Office Attendant : Sri.Babu Nedumpally (ID No.4303)

Administration Records Section

Deputy Registrar : Abdul Kareem Mecheri (ID No.1812)

Proper maintenance of Disposed files – D. Dis, L Dis, K. Dis, R.Dis etc. of Administration, Planning and Development Branches, General and Academic Branches. Supply of files to these branches on proper request for verification and return. Maintenance of Register of files (Branch wise), maintenance of Issue Register of files. Maintenance of Service Books and GER in respect of retired hands, transferred from Pension Section, maintenance of Bills and Vouchers, Maintenance of Salary Audit volumes, DPR and CR etc. from Finance Branch.

Office Attendant : Sri.Gopalakrishnan K. (ID No.2895)

EDPC

Section Officer : Sri. Muhammed Salahudheen C. (ID No.2323)

- 1) **Smt.Praseeja K.S.**, Office Supdt. (ID No.3695)
- 2) **Smt. Rajashri. S.**, Computer Asst.Sel.Gr. (ID No.3631)
- 3) **Smt.Sonitha K.**, Computer Asst.Gr.I (ID No.3661)
- 4) **Sri. Rajesh. M.P.**, Computer Asst. Gr.I (ID No.3668)
- 5) **Smt.Sajna M.**, Computer Asst. Gr.I (ID No.3646)
- 6) **Smt.Radhamoni R.**, Computer Asst. Gr.II (ID No.3862)
- 7) **Smt.Maya C.R.** Computer Asst. Gr.II (ID No.4001)
- 8) **Smt.Nisha P.** Computer Asst. Gr.II (ID No. 4502)

Scanning : Administration,
PI.D. Branch
and
G & A Branch

Typing works of
Administration, PI.D. Branch

DESPATCH

Section Officer : Sri. Muhammed Salahudheen C. (ID No.2323)

- 1) **Sri.Muhammed Sameer T.**, Clerical Assistant, (ID No.2899)
- 2) **Smt.Baby Girija. C.**, Office Attendant (ID No.2992)
- 3) **Sri.Mohammed Kadakulath.**, Roneo Operator (ID No.2897)
- 4) **Sri.Ranjith P.T.K.**, Office Attendant : (ID No.4414)

Despatch of all correspondence from Administration branch photocopying work of all the Branches functioning in the Administration Block i.e., Administration, Planning and Development Branch, General & Academic branches, Purchase, Election and Finance.


 **DEPUTY REGISTRAR (Admn.)**