



KERALA GAZETTE

കേരള ഗസറ്റ്

PUBLISHED BY AUTHORITY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്

Vol. II വർഷം 2	THIRUVANANTHAPURAM, TUESDAY തിരുവനന്തപുരം, ചൊവ്വ	22nd January 2013 2013 ജനുവരി 22	No. } നമ്പർ } 4
		2nd Magha 1934 1934 മാഘം 2	

PART III

Education Department

Collegiate Education Department

NOTIFICATION

No. G2/4040/2012/CED.

15th December 2012.

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

RIGHT TO SERVICE—TIME LIMIT FOR VARIOUS SERVICES

College Level

Sl. No.	List of Services	Time Limit			Designated Officer	Appellate I	Time Limit	Appellate II	Time Limit	Remarks
		Students	Public	Staff						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	(a) Scholarship-Application collection, approval and forwarding in Govt. Arts & Science Colleges	7 days*	Principal	DD (HQ)	30 days	ADCE	60 days	*working days
	(b) Scholarship-Application collection, approval and forwarding in Govt. Arts & Science Colleges	7 days*	Principal	DD (Zonal)	30 days	do.	60 days	*working days
	(c) Scholarship-Application collection, approval and forwarding in Music Colleges and Training Colleges	7 days*	SS	Principal	..	do.	60 days	*working days
2	(a) SC/ST/OEC Students' stipend/Lump-sum Grant application processing approval and forwarding-in Govt. Arts and Science Colleges	30 days	Principal	DD (HQ)	..	do.	60 days	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	(b) SC/ST/OEC Students' stipend/Lump-sum Grant application processing approval and forwarding-in Private Aided Arts and Science Colleges	30 days	Principal	DD (Zonal)	30 days	ADCE	60 days	
	(c) SC/ST/OEC Students' stipend/Lump-sum Grant application processing approval and forwarding-in Music and Training Colleges	30 days	SS	Principal	30 days	do.	60 days	
3	(a) TC/CC/CD to Students-in Govt. Arts and Science Colleges	30 days	Principal	DD (HQ)	30 days	do.	60 days	
	(b) TC/CC/CD to Students-in Govt. Arts and Science Colleges	30 days	Principal	DD (Zonal)	30 days	do.	60 days	
	(c) TC/CC/CD to Students-in Music and Training Colleges	30 days*	SS	Principal	30 days	do.	60 days	*working days
4	(a) Temporary PF advance in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	do.
	(b) Temporary PF advance application forwarding in Private Aided Arts & Science Colleges	7 days*	Principal	DD (Zonal)	30 days	do.	60 days	do.
	(c) Temporary GPF advance in Music & Training Colleges	7 days*	SS	Principal	30 days	do.	60 days	do.
	(d) Temporary GPF advance-in Hostel	7 days*	Warden	DD (HQ)	30 days	do.	60 days	do.
5	(a) NRA Application forwarding-in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	do.
	(b) NRA Application forwarding in Private Aided Arts and Science Colleges	7 days*	Principal	DD (Zonal)	30 days	do.	60 days	do.
	(c) NRA Application forwarding-in Music & Training Colleges	7 days*	SS	Principal	30 days	do.	60 days	do.
	(d) NRA Application forwarding-in Hostel	7 days*	Warden	DD (HQ)	30 days	do.	60 days	do.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
6	(a) Time Bound Higher Grade to non-teaching staff-in Govt. Arts and Science College	30 days	Principal	DD (HQ)	30 days	ADCE	60 days	
	(b) Time Bound Higher Grade to non-teaching staff-in Private Aided Arts and Science Colleges	30 days*	Principal	DD (Zonal)	30 days	do.	60 days	*For Corporate Mgt 45 days
	(c) Time Bound Higher Grade to non-teaching staff-in Music & Training Colleges	30 days	SS	Principal	30 days	do.	60 days	
	(d) Time Bound Higher Grade non-teaching Staff in Hostel	30 days	Warden	DD (HQ)	30 days	do.	60 days	
7	(a) FIP application forwarding in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	* working days
	(b) FIP application forwarding in Private Aided Arts and Science Colleges	7 days*	Principal	DD (Zonal)	30 days	do.	60 days	* working days
	(c) FIP application forwarding in Music and Training Colleges	7 days	SS	Principal	30 days	do.	60 days	Private Aided A & S Colleges
8	(a) Pension Proposal forwarding in Govt. Arts and Science Colleges	45 days	Principal	DD (HQ)	30 days	do.	60 days	
	(b) Pension Proposal forwarding-in Private Aided Arts and Science Colleges	45 days	Principal	DD (Zonal)	30 days	do.	60 days	
	(c) Pension Proposal forwarding-in Music and Training Colleges	45 days	SS	Principal	30 days	do.	60 days	
	(d) Pension Proposal forwarding-in Hostel	45 days	Warden	DD (HQ)	30 days	do.	60 days	
9	(a) Medical reimbursement up to ~ 5,000 subject to fund availability-Sanctioning in Govt. Arts and Science Colleges	30 days	Principal	DD (HQ)	30 days	do.	60 days	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	(b) Medical reimbursement above ~ 5,000 Scrutiny and forwarding- in Govt. Arts and Science Colleges	15 days	Principal	DD (HQ)	30 days	ADCE	60 days	
	(c) Medical reimbursement Scrutiny and forwarding Private Aided Arts & Science Colleges	15 days	Principal	DD Zonal	30 days	do.	60 days	
	(d) Medical reimbursement up to ~ 5,000 subject to fund availability- sanctioning-in Music and Training Colleges	30 days	SS	Principal	30 days	do.	60 days	
	(e) Medical reimbursement above ~ 5,000 Scrutiny and forwarding- in Music and Training Colleges	15 days	SS	Principal	30 days	do.	60 days	
	(f) Medical reimbursement up to ~ 5,000 subject to fund availability-sanctioning- in Hostel	30 days	Warden	DD (HQ)	30 days	do.	60 days	
	(g) Medical reimbursement above ~ 5,000 Scrutiny and forwarding- in Hostel	15 days	Warden	DD (HQ)	30 days	do.	60 days	
10	(a) LPC Issuing-in Govt. Arts and Science Colleges	10 days	Principal	DD (HQ)	30 days	do.	60 days	
	(b) LPC forwarding-in Private Aided Arts and Science Colleges	10 days	Principal	DD Zonal	30 days	do.	60 days	
	(c) LPC Issuing-in Music and Training Colleges	10 days	SS	Principal	30 days	do.	60 days	
	(d) LPC Issuing-in Hostel	10 days	Warden	DD (HQ)	30 days	do.	60 days	
11	(a) NLC/LC of retiring Teachers-in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	* working days
	(b) NLC/LC of retiring Principals-in Govt. Arts and Science Colleges	60 days	Principal	DD (HQ)	30 days	do.	60 days	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	(c) NLC/LC of retiring Teachers in-Private Aided Arts & Science Colleges	7 days*	Principal	DD Zonal	30 days	ADCE	60 days	*working days
	(d) NLC/LC of retiring Principals in-Private Aided Arts & Science Colleges	60 days	Principal	DD Zonal	30 days	do.	60 days	
	(e) NLC/LC of retiring Teachers in-Music & Training Colleges	7 days	SS	Principal	30 days	do.	60 days	
	(f) NLC/LC of retiring Principals-in Music & Training Colleges	60 days	SS	Principal	30 days	do.	60 days	
12	(a) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational concession-Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	* working days
	(b) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational concession-Private Aided Arts and Science Colleges	7 days*	Principal	DD Zonal	30 days	do.	60 days	* working days
	(c) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational concession Music and Training Colleges	7 days*	SS	Principal	30 days	do.	60 days	* working days
13	(a) GPF closure-Forwarding-in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	* working days
	(b) PF closure-forwarding-in Private Aided Arts & Science Colleges	7 days*	Principal	DD Zonal	30 days	do.	60 days	
	(c) GPF closure-forwarding-in Music & Training Colleges	7 days*	SS	Principal	30 days	do.	60 days	* working days
	(d) GPF closure-forwarding-in Hostel	7 days*	Warden	DD (HQ)	30 days	do.	60 days	* working days