

PROCEEDINGS OF THE MEMBER SECRETARY, KERALA STATE COMMISSION FOR MINORITIES,  
THIRUVANANTHAPURAM

PRESENT: V.A. MOHANLAL

Sub: Kerala State Commission for Minorities- Duties and Responsibilities of officers-fixed -  
orders -issued

Order No. 2113/A1/2015/KSCM

Thiruvananthapuram, dated,5/02/2015

The Commission hereby assign the Duties and Responsibilities of its officers. Each officer should scrupulously follow the duties and responsibilities assigned to them. Any lapse in this regard will be viewed as official misconduct and dereliction of duty and will be dealt accordingly.

**Member Secretary**

The Member Secretary shall be the Chief Executive officer of the Commission. He/she shall exercise such kind of power and discharge the functions as the Commission by its order, authorise. He/she will convene Commission Meeting on direction from the Chairman. He/she will attend the Commission meeting and prepare minutes and get approved by the Chairman. He/she will take necessary action to implement the decision of the Commission and appraise the action taken in the next Commission meeting. He/she should act as a liaison between the Commission and the Staff. Any communication addressed to him/her will be deemed to be addressed to the Commission and the Commission will be represented by him/her in all cases filed before the court/ apex bodies. He/she should oversee all the files connected with administration and petitions and report to the Commission if any laxness is noted on the part of officers. He/she should closely monitor matters pending with State and Central Governments, various Courts, National Commissions etc. and arrange to take necessary steps to expedite. He/she should hold staff meetings regularly and ensure that the directions of the Commission and Government are scrupulously followed and all the officers are performing their duties with utter care and devotion.

**Registrar**

Will oversee all the MCOP cases and authenticate all notices and orders on behalf of the Commission. He/She will ensure that all notices and orders of the Commission are

served to the parties in time. He/She will monitor long pending MCOP cases and bring to the attention of the Commission if needed. He/She will be the Appellate Authority under RTI.

### **Finance Officer**

The Finance Officer will advise the Commission on matters having financial implications and ensure that money is spent prudently, and fair and transparent procedure is followed in all financial transaction. He/she will ensure that no expenditure is incurred without the sanction of competent authority and guard against wasteful expenditure. He/she will supervise preparation of budget estimate, appropriation and re-appropriation proposals. He/she will arrange to prepare replies to audit report and objections. He/she will ensure that all registers connected with financial matters are maintained properly. He/ she will arrange for reconciliation of account with the treasury. He/she will also be the controlling officer of the vehicles of the Commission. He/ she will be the State Public Information Officer under RTI Act.

### **Section Officer**

He/she will perform duties and responsibilities prescribed for the Section Officer in the Secretariat Office Manual as far as applicable to the Commission. He/she will route all files having financial implication through the Finance Officer and other files through the Registrar. He/she will ensure that all the Assistants and Junior Assistants attend the work promptly and upkeep files and registers properly and inspect the same frequently. He/ she will be the Assistant State Public Information Officer under RTI Act. He will periodically appraise the Registrar/Member Secretary about the long pending MCOP cases and cases in which reports are pending for long period.

### **Assistants**

They will perform duties and responsibilities prescribed in the Secretariat Office Manual, for the Assistants, as far as applicable to the Commission. They will maintain files and registers neatly and properly. The table and cupboards allotted to them should be kept under lock and key and duplicate key should be handed over to the Section Officer and the key in their custody should be returned on their relief from the office. The table, cupboard and its surroundings should be kept tidily. They will keep the content of the petitions received in their seats with utmost secrecy so that the privacy of the petitioner is not infringed.

### **Junior Assistants/LDC**

The Junior Assistants will process the papers allotted to them by the Section Officer. They will register the papers in the Personal register/MCOP register and will submit it within 5 days (holidays will be excluded) of their receipt in the seat. However urgent papers should be submitted immediately. They will be primarily responsible for any delay in submission of papers. They will maintain files and registers neatly and properly. The table and cupboards allotted to them should be kept under lock and key and duplicate key should be handed over to the Section Officer and the key in their custody should be returned on their relief from the office. The table, cupboard and its surroundings should be kept tidily. They will keep the content of the petitions received in their seats with utmost secrecy so that the privacy of the petitioner is not infringed. They shall be primarily responsible for the safe custody of the files/records in their seat.

### **PA to Chairman**

PA to Chairman will assist the Chairman in performing his/her duties. He/she will also assist members till Personal Assistants are posted for them. He/she will also perform as the Court Officer during the sitting of the Commission. He/she will collect and document all news items connected with the activities of the Commission appearing in the Media. He will also bring to the attention of the Commission news items affecting the minorities so as to take follow up action. He/she will do all public relation activities till a Public Relation Officer is appointed or alternate arrangement is made. He/she will meticulously monitor the official website of the Commission and take necessary action to update items with the consent of higher officers and ensure that the site is not carrying any stale items.

### **Office Attendant cum Driver**

1. He should reach the office at least half an hour earlier than office time and remain in the office during office hours and attend office works / driving of vehicle as per the instruction of the Officers.
2. He should leave the office after all the staff members leave the office and ensure that all doors and windows are properly closed and all electrical/electronic equipments are switched off.
3. He will report to the higher authorities if any unusual matters are noted within the office or office premise.

4. He should carry valid driving licenses while driving the vehicle and obey all traffic rules. The vehicle should be handled with utmost care and avoid accidents/ damages to the vehicle and to others. The commission will not be responsible for any traffic offence committed by the driver and fines or penalty imposed by the authorities due to the action of the driver should be borne by him.
5. The vehicle should always be clean and tidy. Periodic service/ maintenance/ repair should be got done with authorised service centre/ Government approved workshops as per the instruction of the officer in charge of the vehicle. Any defects/ malfunctioning noticed should be brought to the notice of the officer in charge of the vehicle and the same should be rectified. Loss/damages if any happens to the vehicle due to the mishandling of the vehicle by driver will be made good from him. Service rules applicable to government drivers will be applicable to the driver as far as accidents/ misconduct/ insubordination are noticed.
6. He should properly maintain Log Book and produce the same for periodical inspection.

**V.A.MOHANLAL**  
Member Secretary

To

Chairman and Members  
Member Secretary,  
Registrar  
Finance Officer,  
Section Officer  
Assistants  
P.A. to Chairman  
Jr. Assistants/LDC,  
Office Attendant-cum-Drivers  
Stock File  
Office Copy

Forwarded/By Order

  
Section Officer