

## ANNUAL ADMINISTRATION REPORT : 2015-16

Name of Department	:	<b>KERALA STATE LAND USE BOARD</b>
Minister	:	<b>Sri. K.C.Joseph</b> Hon. Minister for Rural Development, Planning, Culture and NORKA
Secretary	:	<b>Dr. Alokshel IAS</b> Additional Chief Secretary to Government, Planning & Economic Affairs Department.
Head of Department	:	<b>Sri. Jose Issac IAS</b> Land Use Commissioner (01.04.2015 to 30.04.2015) <b>Sri.A Nizamudeen</b> Land Use Commissioner (31.05.2015 to 31.03.2016)

### INTRODUCTION

#### Brief description

Kerala State Land Use Board was established in 1975 under Department of Planning and Economic Affairs, Government of Kerala. The Board has been declared as a State Government Department during 2007 as per G.O (MS) No.3/2007/Plg. Dated 07.02.2007. The Department is functioning as an agency to assist the State Government to frame policies for optimum land use and natural resource management in the State, with the basic objective of providing necessary advisory support on matters related to the optimum use of land and land resources viz; soil, water, plant, animal system.

The major objectives of Land Use Board are review of existing land use in the State and exploring possibilities of effective land use in a sustainable manner. The objectives includes, taking effective measures to protect good agricultural lands against (i) depletion on account of soil erosion due to wind, water, sea. (ii) water logging and salinity (iii) loss of fertility (iv) urbanization and industrialization. The organization advises the Government regarding agricultural laws in general with particular references to the problems relating to conservation, development and management of lands.

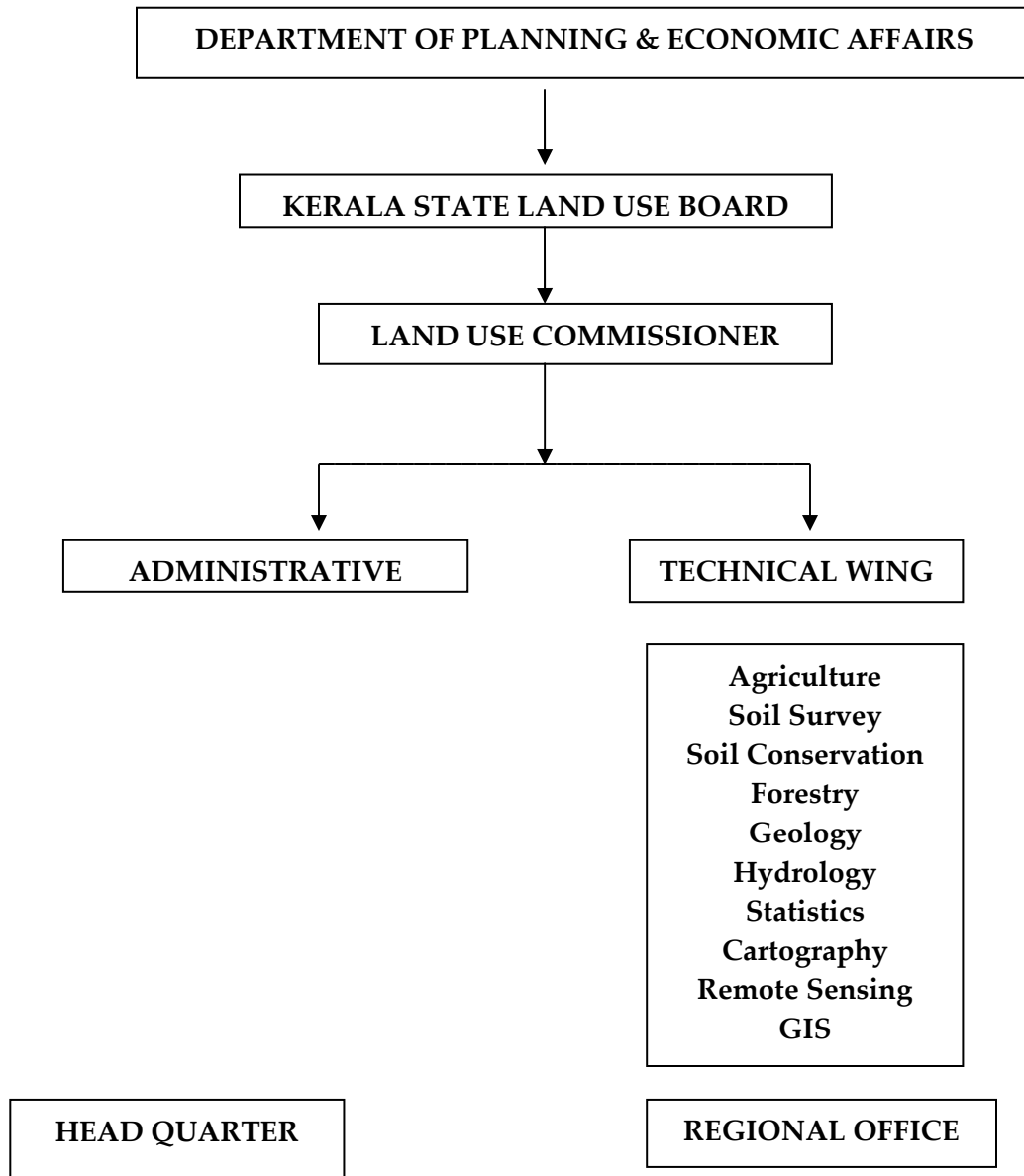
State Land Use Board has a niche of database on land resources and many organizations are making use of these facilities available in the Department. The Department organizes awareness among student, youths, farmers, planners and men of all walks of life on need for conservation, development and management of our most precious land resources.

The main functions of the department are as follows:

1. Collect and collate data on land resources and land use.
2. Undertake surveys on current land resources and land use.
3. Initiate studies on appropriate land use and related aspects.
4. Recommended appropriate policy frame work to help the Government to arrive at correct decisions on land.
5. To administer and co-ordinate the implementation of the decisions of the Government related to land use without displacing the existing agencies.

**State/Central laws governing the functioning of the Department : NIL**

## ORGANISATIONAL CHART



Kerala State Land Use Board,  
Vikas Bhavan.P.O, Thiruvananthapuram  
Kerala, Pin – 695 033  
Phone : 91-0471-2302231, 2307830  
Fax: 91-0471-2307838  
e-mail- [landuseboard@yahoo.com](mailto:landuseboard@yahoo.com)

Kerala State Land Use Board  
Regional Office  
Municipal Shopping Complex, 2<sup>nd</sup> Floor,  
D-Block, Patturaickal, Thrissur – 680 022  
Phone/Fax – 0487 - 2321868  
e-mail- [kslub.regionaltsr@gmail.com](mailto:kslub.regionaltsr@gmail.com)

## ORGANISATIONAL SET UP

**Details of departments/organisations showing State, regional, district, taluk level formations and institutions under its direct control and offices established outside the State:**

State Office (Head Quarters) : Kerala State Land Use Board, Vikas Bhavan.P.O,  
Thiruvananthapuram, Kerala, Pin – 695 033.

Regional Office : Kerala State Land Use Board Regional Office,  
Municipal Shopping Complex, 2<sup>nd</sup> floor, D-Block,  
Patturaickal, Thrissur – 680022.

**No. of offices established outside the State** : NIL

**Details of autonomous bodies under the control of the department and its functions:**  
NIL

**Websites, addresses and Phone/Fax numbers of important offices and functionaries:**

Website of Department	:	<a href="http://www.kslub.kerala.gov.in">www.kslub.kerala.gov.in</a>
Postal address	:	Kerala State Land Use Board, Vikas Bhavan.P.O, Thiruvananthapuram, Kerala, Pin – 695 033
Phone/Fax numbers	:	Ph: 91-0471-2302231, 2307830 Fax: 91-0471-2307838
E-mail	:	landuseboard@yahoo.com

### Details of the important functionaries

No	Name and Designation	Phone No. (O)	Phone No. (R)	email
1.	A.Nizamudeen Land Use Commissioner	0471-2302231 2307830	0472- 2191130	nizams@rediffmail.com
2.	C.R.Viswanathan Deputy Director (Statistics)	Do	9447856742	viswasethu@yahoo.com
3.	Fatima Paul Agronomist (on deputation)	Do	9446179050	fatimavpaul@gmail.com
4.	Geetha Kumari V.S. Assistant Director(Agri) (on deputation)	Do	9447060767	aogeetha@gmail.com
5.	Sindhu Prabhakar K Specialist(Soil Science) (on deputation)	Do	9447464589	sindhuraghunath@yahoo.com
6.	Kumaresan. S Specialist (Hydrogeology)	Do	9447796117	Kumaresan9002@gmail.com
7.	V.Njanaprakash Cartographer	Do	0470-2609979	njanaprakash@yahoo.com
8	Elizabeth Sindhu John Senior Superintendent	Do	0471-2592681	
Regional Officer, Thrissur				
9.	Usha T Assistant Director (on deputation)	0487-2321868	9446146827	thekkeppatusha@gmail.com
10.	Bindu.V Agricultural Officer (on deputation)		9946184722	Bindu.vasumathi@gmail.com

Main functions of various wings within the department : NIL

Establishments set up during the year : NIL

Offices/institutions wound up/abolished during the year : NIL

## HUMAN RESOURCES

Staff strengths (temporary/permanent) of various cadres and men in position (only numbers):

Sl.No.	Cadre	Sanctioned Strength (temporary/permanent)	In Position
1	Gazetted	22	12
2	Non- Gazetted	42	36

Details of employees working on contract/deputation. Daily wages/as guests (only numbers)

Sl.No.	Cadre	Number in Position
1	Contract	*69
2	Deputation	**8
3	Daily wages	***7
4	Employment	****6

\*HQ-47, Regional Office - 22

\*\*HQ-5, Regional Office - 3

\*\*\*HQ-3, Regional Office - 4

\*\*\*\* HQ-3, Regional Office - 3

**Recruitments made during the year (Cadre wise numbers) including compassionate appointment:**

1. Gazetted : NIL

2. Non-Gazetted : 1 no

• Retirements during the year : 2

- Dismissals/retrenchments during the year : NIL
- Details of posts/personnel transferred to local bodies : NIL
- Personnel sent on deputation : NIL
- Details of posts created/abolished during the year : NIL
- Supernumerary posts operated during the year : NIL

Details of training/personnel sent for training (course details and number of personnel only):

1. Two short term trainings of four days duration was conducted by KSLUB on Watershed Planning and GIS for officials of line departments and LSGIs.33 officers attended the trainings scheduled in two batches
2. GPS Training at NATMO, Kolkata: 4 officers
3. Training on Water Quality & Sanitation at CWRDM Kozhikode: 2 officers
4. Training on Ground Water Resource Management at CGWB: 1 officer
5. Training on Official Language at IMG: 1 officer
6. Training on Online Plan Submission at IMG: 2 officers
7. Workshop on Issues and Challenges of Drinking Water Sector in Kerala at State Planning Board: 2 officers

Awards, Rewards, Certificates, etc for meritorious service : NIL

Disciplinary proceedings against departmental personnel : NIL

## **FUNCTIONING OF THE DEPARTMENT**

### **Statutory and non-statutory functions**

The department is not having any statutory functions. The non statutory functions are the following:

1. Collect and collate data on land resources and land use.
2. Undertake surveys on current land resources and land use.

3. Initiate studies on appropriate land use and related aspects.
4. Recommended appropriate policy frame work to help the Government to arrive at correct decisions on land.
2. To administer and co-ordinate the implementation of the decisions of the Government related to land use without displacing the existing agencies.

Acts and rules implemented by the Department : NIL

Statistical presentation of statutory/executive functions : NIL

Statistical presentation of the various services provided, persons covered or benefited:

The major services provided by the Department are

1. Preparation of resource maps
2. Delineation of watersheds
3. Agro-ecological zonation
4. Recommendation of suitable land use
5. Preparation of master plans for local bodies
6. Studies on land resources
7. Awareness on land resource conservation
8. Technical Support for IWMP.

The user agencies are the different line departments, universities, local bodies, researchers and students.

Details of trading and manufacturing activities carried out with relevant statistical information : NIL

**Brief description of major schemes implemented and achievements:**

**1. Geo – Informatics Lab**

The Department is providing GIS support to SLNA. The Department also undertakes consultative GIS projects. A new Geo Informatics Lab was set up with a capacity of 30 seats. Upgradation of Library and Cartographic Lab of the Department was also taken up during 2015-16.



## **2. Land Use/ Land Cover Mapping**

During 2015-2016 Land use/Land cover maps were prepared for 3 districts viz. Alappuzha , Idukki & Kottayam

## **3. Land Use Decision Model (LUDM)**

Land Use Decision models for the following 10 Grama Panchayats have been completed. Chemmaruthi, Navaikulam (Trivandrum dist.), Poothakulam (Kollam dist.) Erath(Pathanamthitta dist.) Mulamthuruthi(Ernakulam dist.) Nenmanikkara (Thrissur dist.) Kannadi (Palakkad dist.), Vengara (Malappuram dist.), Kunnamangalam (Kozhikode dist.) &Cherukunnu (Kannur dist.) Analysis of existing land use, soil parameters, Geo-morphological and Agricultural aspects, and water availability of the area was done and optimize combination of land allocation for different land uses was suggested.

## **4. Land Resource Information System**

**Land Resource Information System(LRIS )**was launched with the objective to demonstrate and promote the use of spatial data technologies for local level planning and to provide software support for data management, modeling and operation research. An Advisory Committee was constituted to finalize the technical aspects including development of software and decision support system. M/s. IIITM-K was entrusted with the development of web-enabled Information System.

Under this project during 2015-16, LRIS for Idukki and Kollam districts were launched. Necessary hardware, software and trained manpower were handed over to District Planning Office, of concerned districts for the dissemination of LRIS data base at district level. User interaction workshops for line Departments and LSGIs were conducted at these districts. Soil Resource

Inventory was prepared through Soil and Land Use Survey of India and integrated the soil information in the LRIS. Thematic Layers have been prepared for Kozhikode District through field updation of land use and other thematic layers and handed over to IIITM-K for developing LRIS.

#### **5. Resource Survey at Panchayath and Block Level**

Natural Resource Management Plan was prepared for 9 micro watersheds under Gayathri sub watershed (Cluster III) & 8 micro watersheds of Thutha sub watershed (Cluster I) in collaboration with Palakkad District Panchayat. Prepared Eco-restoration Plan for 14 micro watersheds falling in the Southern flank of Kurumali river basin. Prepared watershed based Master Plans for Killi river basin and upper catchment of Karamana basin of Thiruvananthapuram district. District Level Integration workshop on Gayathri sub watershed (IPPE-2) was organised at Palakkad during December 2015. District level Awareness seminar on the use of PRM data & River basin planning was organised at Thrissur during February 2016 as part of awareness programmes. .

#### **6. Integrated Watershed Management Programme**

KSLUB, as Technical Support Organization, has prepared DPR for Anchal Block of Kollam district under Integrated Watershed Management Programme .DPR has been handed over to the Block Panchayat.

#### **7. Western Ghat Development Programme**

Detailed Project Report of Therummal watershed in Poovachal Grama Panchayat ,Thiruvananthapuram under Western Ghat Development Programme was prepared by Kerala State Land Use Board and the report handed over to the Panchayat.

#### **8. Awareness Programmes and Seminars**

Training was organized for officials at different levels of LSGIs and line department in the topic 'Watershed Planning and GIS' which would help them to handle digital database for catering their needs. As part of

awareness programmes on Natural Resources Conservation, 2 painting competitions was organized for school children at Thiruvananthapuram and Kozhikode.

A two day National Seminar was organized at Thiruvananthapuram on "Emerging Approaches in Land Use Planning" during January 2016. As part of launch of the LRIS for Idukki and Kollam districts, two workshops were conducted on Land Resources Information System at Kollam and Idukki .

As part of in service training programme a training on the topic "Towards excellence everywhere" was attended by project staff recruited under various projects in the Department.

Four Technical Officers of the Department attended a five day training programme on "Global Positioning System" at NATMO Kolkata during February 2016. One week RAWE programme on watershed module was conducted for final year BSc.(Ag) students of College of Agriculture, Vellayani during February 2016. In connection with International Year of Soil celebrations, a seminar on "Soil and Water Security" was organised for Scouts and Guides in collaboration with Bharat Scouts and Guides, Kerala Chapter at Priyadarshini Planetarium, Thiruvananthapuram on 21/11/2015. Department participated in the pageantry organised by Government of Kerala as part of Onam celebrations 2015

Four issues of Newsletter 'Vibhava Keralam' were also published. Natural Resource Data Bank for Idukki, Kozhikode and Kasaragode districts were published by pooling the data available with Land Use Board and by compiling available data from other resources. The revised edition of Land Resources of Kerala was also published.

- Schemes implemented with assistance from Government of India, : NIL  
World Bank, ADB and other sources
- Schemes implemented through other departments, autonomous

bodies or other agencies of Central and State Governments : NIL

- Details of contracts for works/purchases exceeding 10 crore entered into by the department : NIL
- Details of schemes/projects/works remaining incomplete even five years after commencement with reasons : NIL
- Projects undertaken under private participation : NIL

Work done during the year for other Government Departments, autonomous bodies, local bodies or other agencies out of funds directly deposited by them and expenditure incurred:

1. Client : Poovachal Grama Panchayat  
Project : Therummal Watershed Project Cost: Rs. 2,56,500/-  
Credited : Rs.1,50,000/-  
Expenditure : Rs. 1,23,236/-  
Balance : Rs.26,764/-

2. Client : Anchal Block Panchayat  
Project : Integrated Watershed Management Programme  
Project Cost : Rs. 8,24,400/-  
Credited : Rs.2,00,000/-  
Expenditure : Rs. 1,86,656/-  
Balance : Rs.13,344/-

- Penal action taken for deficiencies in contract/supply : NIL
- Details of seized vehicles, contrabands, etc, lying indisposed : NIL

**STATEMENT OF PHYSICAL AND FINANCIAL ACHIEVEMENT MADE DURING 2015-16**

SL No.	Name of scheme & Head of account	Budget Provision (Rs. In lakhs)	Financial Achievement (Rs. in lakhs)	Physical Achievement
1.	Strengthening of Land Use Board <b>2402-00-001-98 PLAN</b>	102.00	98.31	<p>1. Completed Land Use /Land cover Mapping of Alappuzha &amp; Kottayam districts. Digitisation of Idukki district completed.</p> <p>2. Land Use Decision models for the following 10 Grama Panchayats have been completed. Chemmaruthi, Navaikulam (Trivandrum dist.), Poothakulam (Kollam dist.) Erath (Pathanamthitta dist.) Mulamthuruthi (Ernakulam dist.) Nenmanikkara (Thrissur dist.) Kannadi (Palakkad dist.), Vengara (Malappuram dist.), Kunnamangalam (Kozhikode dist.) &amp; Cherukunnu (Kannur dist.)</p> <p>3. Prepared Natural Resource Data Bank for Idukki, Kozhikode and Kasaragode districts</p> <p>4. Published revised edition of Land Resources of Kerala</p> <p>5. Published 4 issues of the KSLUB Newsletter "Vibhava Keralam"</p> <p>6. Conducted 2 painting competitions in connection with the awareness programme for natural resource conservation at Thiruvananthapuram and Kozhikode</p> <p>7. Conducted a two day National Seminar on "Emerging Approaches in Land Use Planning" during January 2016</p>

SL No.	Name of scheme & Head of account	Budget Provision (Rs. In lakhs)	Financial Achievement (Rs. in lakhs)	Physical Achievement
				8. Conducted two Short term training courses on Watershed Planning & GIS
1.	Strengthening of Land Use Board <b>2402-00-001-98 PLAN</b>			9. Conducted an in-service training programme on "Towards excellence everywhere" for project staff recruited under various projects. The three day training was conducted by SAMETI, Department of Agriculture during July 2015.
				10. Four Technical Officers of the Department attended a five day training programme on "Global Positioning System" at NATMO Kolkata during February 2016
				11. One week RAWE programme on watershed module was conducted for final year BSc.(Ag) students of College of Agriculture, Vellayani during February 2016
				12. In connection with International Year of Soil celebrations, a seminar on "Soil and Water Security" was organised for Scouts and Guides in collaboration with Bharat Scouts and Guides, Kerala Chapter at Priyadarshini Planetarium, Thiruvananthapuram on 21/11/2015.
				13. Department participated in the pageantry organised by Government of Kerala as part of Onam celebrations 2015

SL No.	Name of scheme & Head of account	Budget Provision (Rs. In lakhs)	Financial Achievement (Rs. in lakhs)	Physical Achievement
				14. A new Geo Informatics Lab was set up with a capacity of 30 seats.
				15. Upgraded the Library and Cartographic Lab of the Department.
2	Resource Survey at Panchayat and Block Level <b>2402-00-001-96 PLAN</b>	83.00	73.65	1. Prepared Natural Resource Management Plan for 9 micro watersheds under Gayathri sub watershed (Cluster III) & 8 micro watersheds of Thutha sub watershed (Cluster I) in collaboration with Palakkad District Panchayat.
				2.Prepared Eco-restoration Plan for 14 micro watersheds falling in the Southern flank of Kurumali river basin
				3. District Level Integration workshop on Gayathri sub watershed (IPPE-2)was organised at Palakkad during December 2015
				4.District level Awareness seminar on the use of PRM data & River basin planning was organised at Thrissur during February 2016
				5.Prepared watershed based Master Plans for Killi river basin and upper catchment of Karamana basin of Thiruvananthapuram district
				Launched Web GIS based Land Resource Information

SL No.	Name of scheme & Head of account	Budget Provision (Rs. In lakhs)	Financial Achievement (Rs. in lakhs)	Physical Achievement
3.	Land Resource Information System 2402-00-001-90 PLAN	50.00	43.84	System for Idukki and Kollam districts. Completed the database for Kozhikode district and handed over data M/s IIITM-K for integration with LRIS. Necessary hardware and manpower of Idukki and Kollam districts were handed over to District Planning Offices. Organised user interaction workshops for familiarizing the use of database to the concerned organizations and institutions.
	<b>Total</b>	<b>235.00</b>	<b>215.80</b>	



## Receipts and Expenditure

Expenditure under certain important categories like salary, travel expenses, subsidies, interest, publicity, consultancy etc.

Salary : Rs.235.88 lakhs

Travel expenses : Rs.2.93 lakhs

Grants/investments/loan given to Government companies, statutory boards, local bodies, corporations, autonomous bodies, NGO's : NIL

Total receipts of the department/organization – receipts under important categories like various taxes, non tax revenues, penalties etc. to be given separately :

Rs. 44,605/- (through sale of maps & data products)

Rs. 400/- (through sale of unserviceable articles).

Pension/ex-gratia granted to various categories : NIL

Categories of PD/TP/SB accounts operated by the departmental officers and their purpose :

1. STSB Account : STSB 225

Purpose : Watershed Projects

G.O. (No.) : G.O. (Rt) No. 300/12/Fin dated: 10.01.'12

- Details of outstanding AC bills and other advances : NIL
- Advances paid to various Government and other agencies for : NIL
- Supplies/works that remained unadjusted at the close of the Financial year
- Arrears of revenue at the beginning and end of the year : NIL
- DCB under various categories (tax, non-tax, loans etc.)
- Funds transferred to Local self Governments – : NIL

General transfer and Funds for various schemes

- Details of funds kept in special deposits in treasury, bank or PWD : NIL
- Progress in preparation of annual accounts and proforma accounts (where applicable) :
- Details of cases of defalcation/losses detected during the year : NIL
- Details of write off losses or waiver of revenue during the year : NIL
- Progress in departmental reconciliation of accounts : **Completed up 02/2016**
- Details of deposits received from other departments, autonomous bodies, local bodies, other agencies lying unspent with the Department/organization at the end of the year : NIL

## INFRASTRUCTURE

- Infrastructure facilities like buildings, roads, bridges etc. costing Rs. 50 lakh or more created during the year and expenditure incurred : NIL
- Details of infrastructure created but not used for various reasons : Nil
- Instances of underutilized infrastructure : Nil
- Details of vehicles purchased/disposed during the year : **Rs.25,801/-**
- Assets transferred to other agencies during the year : NIL
- Details of machinery, equipments or other assets costing Rs.5 lakh or more purchased during the year :
- Assets damaged or otherwise disposed of during the year : NIL
- Land acquired/purchased during the year : NIL

## DEPARTMENTAL PUBLICATIONS

- Manuals, codes prepared and published during : NIL  
The year
- Important publications brought out by the : -  
department, their prices (if priced), and availability
- 1. News Letter-Vibhava Keralam-(4 issues printed (Not Priced)
- 2. Natural Resources Data Bank -(Kasaragode, Kozhikode & Idukki districts)  
(Not Priced)
- Citizens charter of the department – give brief : Given as annexure  
details in the body of the report or give the full  
charter as annexure
- Details of sales made during the year : 1. Sale of maps for **Rs. 44,605/**  
2. Sale of articles for **Rs. 400/-**
- Publications under print : NIL

## EVENTS

- Adalats : NIL
- Important campaigns of the department/  
Organization during the year : NIL
- Seminars, conferences, workshops :  
conducted during the year
  - As part of awareness programmes on Natural Resources Conservation, painting competition was organized for school children at Trivandrum, and Kozhikode.
  - A two day National Seminar on “Emerging Approaches in Land Use Planning” was organized during January 2016. Participants from different line departments, LSGIs and research organizations attended the seminar.
  - District Level Integration workshop on Gayathri sub watershed (IPPE-2) was organised at Palakkad during December 2015.

- District level Awareness seminar on the use of PRM data & River basin planning was organised at Thrissur during February 2016 as part of awareness programmes. .
- In connection with the celebration of the **International Year of Soil (IYS) 2015**, Kerala State Land Use Board in association with Bharath Scouts & Guides and Kerala Science and Technology Museum organized a one day seminar on” **Soil and water security**” to create an awareness among the students and teachers on the importance of soil and conservation for sustainable agricultural production.
- Kerala State Land Use Board in association with National Service scheme unit of Aryanad & Government Industrial training centre organised a one day seminar on Sustainable Development through Natural Resource Conservation
- Conducted workshop on Land Resources Information System at Kollam and Idukki as part of launch of the portal for the districts.
- .Participation in fairs, exhibitions etc. :
  - Kerala State Land Use Board had set up a pavilion in the Exhibition ‘ Youth Emerging Assembly for Reformation ‘year-2015 organised by Kerala State Youth Welfare Board .
  - KSLUB had participated in the pageantry organized as part of Onam celebration 2015.
- Publications under print : NIL

## IMPLEMENTATION OF RIGHT TO INFORMATION ACT

### Name and address of officers

Post	Name and Designation	Phone No.(O)	Phone No. (R)
Assistant Public Information Officer	Elizabeth Sindhu John, Senior Superintendent	0471-2302231, 2307830	0471-2592681
Public Information Officer	Viswanathan.C.R., Deputy Director (Statistics)	0471-2302231, 2307830	9447856742
Appellate Officer	Sri.A.Nizamudeen Land Use Commissioner (01.05.2015 – 31.03.2016) )	0471-2302231	0472-2191130

- Details of cases received, disposed, pending :  
     No. of cases received : 16 nos.  
     No of cases disposed : 16 nos.  
     Cases pending : NIL
- Penalties levied for non supply of Information : NIL
- Suo moto disclosures made by the department/Organization : NIL
- Details of cases relating to the department/Organization pending in appeal with the State Information Commission : NIL

#### **INTERNAL CONTROL SYSTEM**

- Details of staff used exclusively for internal audit :  
     Deputy Director (Statistics), Senior Superintendent  
     Statistical Assistant, Documentation Assistant
- Details of targets/achievement : Last inspection conducted on  
     04/2013
- Details of outstanding paras in the inspection Reports of Accountant General :
- Audit Committee meetings conducted : NIL
- Details of various monitoring Committees set up and brief mention of their activities during the year :

## **1. Staff Council**

- |                                     |          |
|-------------------------------------|----------|
| 1. Land Use Commissioner            | Chairman |
| 2. Nizamudeen A                     | Member   |
| 3. Fatima Paul                      | Member   |
| 4. Njanaprakash .V                  | Member   |
| 5. Kumaresan.S                      | Member   |
| 6. Elizabeth Sindhu John            | Member   |
| 7. R.Appukuttan                     | Member   |
| 8. Sreekantan Nair.K.               | Member   |
| 9. Sivakumar.S.                     | Member   |
| 10. Manjusha.S.S.                   | Convenor |
| 11. Representative ( Project Staff) | Member   |

All matters affecting staff except on matters related to terms of employment issues

## **2. Purchase Committee**

- |                          |          |
|--------------------------|----------|
| 1. Nizamudeen.A          | Chairman |
| 2. Fatima Paul           | Member   |
| 3. Njanaprakash.V.       | Member   |
| 4. Kumaresan.S.          | Member   |
| 5. Elizabeth Sindhu John | Convenor |

Finalisation of purchases, specifications and Annual Maintenance contract

## **3. Technical Committee**

- |                    |          |
|--------------------|----------|
| 1. Nizamudeen.A    | Chairman |
| 2. Fatima Paul     | Member   |
| 3. Njanaprakash.V. | Member   |
| 4. Kumaresan.S.    | Member   |

5. Subramaniam Member

Finalisation of annual plans, administrative sanction proposals and other technical documents

#### **4. Complaint Committee**

1. Geethakumari.V.S. Chairperson
2. C.R.Viswanathan Member
3. Bindu.V. Member
4. Elizabeth Susan John Member
5. Manjusha.S.S. Convenor
6. Adv.Radhika Member

To implement acts and rules prevailing under the Sexual Harassment of Women at work place

#### **5. Official Language**

1. Fatima Paul Chairperson
2. C.R.Viswanathan Member
3. Althaf Haidary Member
4. Pradeepkumar.K.R. Convenor

Implementation of Malayalam as official language in the Department.

#### **6. IT Cell**

1. Nizamudeen.A Chairman
2. Geetha kumara.V.S. Member
3. Njanaprakash.V. Member
4. Balu Jacob Member
5. Pradeepkumar.K.R. Member

Maintenance of official website and other issues related to IT policy

#### **7. RTI**

1. Nizamudeen.A Appellate Officer
2. C.R.Viswanathan. Public Information Officer

3. Eliabeth Sindhu John Asst.Public Information Officer
4. Manjusha.S.S.

Implementation of RTI act

**8. SPARK**

1. Nizamudeen.A Chairman
2. Elizabeth Sindhu John. Member
3. Althaf Haidary.K. Member
4. Haridas.G. Member
5. Manjusha.S.S. Member

Implementaiton of SPARK

**9. Public Grievances Cell**

1. Nizamudeen.A Chairman
2. Fatima Paul Member
3. Kumaresan Member
4. Elizabeth Sindhu John Member
5. Subramaniam.G. Member

Mechanism for redressal of staff and public grievances

**10.Right to Service Act**

1. Nizamudeen A Second Appellate Authority
2. Njanaprakash .V Designated Officer

Ensure time bound delivery of services



## MISCELLANEOUS MATTERS

Grievance Redressal Mechanism in department/organization	:	Direct reporting in monthly staff meetings and staff interactions
Implementation of Official Language Act	:	1. Constituted a translation Cell & appointed a nodal officer. 2. Initiated action to process all files of the department in official language. 3. Furnishes quarterly reports on Implementation of Official Language Act to Government.
Progress in Computerization	:	Office computerization has been done and the entire systems are connected through a Local Area Network which has been connected to KSWAN. Internet facility is also available to the staff. Data entry for SPARK completed.
Social/Cultural activities / functions organized during the year	:	Participated in the pageantry organized as part of Onam 2015
Awards/rewards/citations received by departments/organization from external agencies, Government of India, non Government agencies	:	NIL
Details of evaluation/studies of the Department/organization by any agency/organization	:	NIL

**Sd/-  
Land Use Commissioner**