

No:ED3/19964/12.

Directorate of Industries & Commerce,
Thiruvananthapuram, Dated: 18.06.2014.

C I R C U L A R

It has been brought to the notice of the undersigned that many of the Senior Superintendents are not fully conversant with their duties, functions and responsibilities well. It is required to fix the duties and responsibilities and functions of the Senior Superintendent in this Department, especially considering the newly created posts of Senior Superintendents. The posts of Senior Superintendents have been newly sanctioned with the aim to free the executive wing from the administrative matters and to enable them to concentrate fully on industrialization or on the needs of the entrepreneurs of the state.

The Controlling Officers are strictly directed to follow the provisions of this circular. It will come into force immediately and continue until further directions issued in this regard.

(i) The Senior Superintendents shall act as the Supervisory Officer (middle level) just subordinate to Administrative Assistant in that office and subordinate offices on all administrative matters..

(ii) In the absence of Administrative Assistant as per rules, they shall act as Administrative Assistant (Controlling Officers are directed to issue necessary orders in this regard).

(iii) In the absence of Administrative Assistant, Senior Superintendent will be the Drawing and Disbursing Officer of that office. (The Controlling Officers are directed to make arrangements in this regard)

(iv) The Senior Superintendent shall verify all the bills (including contingent bills) with vouchers just before going to the Administrative Assistant/Drawing and Disbursing Officer/General Manager which were is applicable.

(v) The Senior Superintendents will be responsible for the proper maintenance of Records/Registers. They should verify and supervise the major Records / Registers like Cash Book & Attendance Register and should satisfy the proper maintenance of them. Any irregularity noted should be reported to the Higher Authorities / Controlling Officers as to this office if feels necessary.

(vi) The Senior Superintendents shall supervise and watch the action taken for proper repayment of loan and the proper maintenance of records in this regard. They should satisfy that proper reports are being submitted to this office in this regard.

Superintendent for Internal Audit and Inspection in that office as well as in subordinate offices.

(xiii) The supervision of the Internal Audit and O & M Inspection in this office is rescheduled as follows. The Senior Superintendents (a,b and c as per their seniority) will supervise the Audit and Inspection as detailed below:

(a) Senior Most Senior Superintendent in this office will supervise the Internal Audit & Inspection and O&M Inspection on offices noted below:

- (1) Directorate of Industries and Commerce
- (2) District Industries Centre, Alappuzha.
- (3) District Industries Centre, Kottayam.
- (4) District Industries Centre, Palakkad,
- (5) District Industries Centre, Malappuram.

(b) Just junior to Senior Superintendent (a) above will supervise the Internal Audit & Inspection and O&M Inspection on offices noted below.

- (1) District Industries Centre, Thiruvananthapuram.
- (2) District Industries Centre, Pathanamthitta.
- (3) District Industries Centre, Ernakulam.
- (4) District Industries Centre, Wayanad.
- (5) District Industries Centre, Kannur.

(c) Junior to Senior Superintendent (b) above will supervise the Internal Audit & Inspection and O&M Inspection on offices noted below.

- (1) District Industries Centre, Kollam.
- (2) District Industries Centre, Idukki.
- (3) District Industries Centre, Kasargode.
- (4) District Industries Centre, Thrissur.
- (5) District Industries Centre, Kozhikode.

(vii) The Senior Superintendent shall lead and supervise the Internal Audit and inspection in that office as well as in the Subordinate Offices under the sphere of control of that Office. Report in each half year should be submitted to this office. The reports in this regard should reach this office on or before every 15th October (period from 1st April to 30th September) and 15th April (period from 1st October to 31st March).

(viii) The Senior Superintendent shall supervise the O&M inspection under the sphere of Control of that office.

(ix) The Senior Superintendent shall be the Nodal / Liaison Officer during the Session of Kerala Legislative Assembly and on Legislative Assembly Interpellation. They should satisfy that all the LA interpellation should be answered satisfactorily, properly and punctually.

(x) They shall act as the Nodal Officer for IMG Training in connection with that office and Subordinate Offices.

(xi) The Senior Superintendent shall conduct (under the direction and control of the Controlling Officers) job orientation training to the newly appointed employees and for those required in that office and the offices under the control of that office.

(xii) The Director of Coir Development and the Director of Handlooms and Textile are directed to constitute a team under the Senior

(xiv) The sections dealing the Internal Audit & Inspection and O&M Inspection in this office are strictly directed to conduct audit and inspection properly in every year based on pre-scheduled programme.

(xv) Other duties / function if any entrusted by authorities concerned.


Director of Industries and Commerce.

To,

1. The Director of Handloom & Textiles,
Directorate of Handloom & Textiles, Thiruvananthapuram.
2. The Director of Coir Development,
Directorate of Coir Development, Thiruvananthapuram.
3. The General Manager, District Industries Centre,
4. The Additional Director of Industries and Commerce (G)/(T),
5. The Senior Administrative Officer.
6. The Senior Finance Officer.
7. The Deputy Director, common Facility Service Centre,
Changanassery / Manjeri.
8. All Officials and All Sections in this Office.
9. The Project Officer, Project Office (Coir),
10. The Assistant District Industries Officer,
Taluk Industries Office
11. The Administrative Assistant (All) & The Senior Superintendent (All)
12. Stock File / Spare.