



## GOVERNMENT OF KERALA

### Abstract

All India Services – IAS Officer Trainees of 2024 Batch – Headquarters Training & District Training – Training Schedule - Orders Issued.

### **GENERAL ADMINISTRATION (AIS - A) DEPARTMENT**

G.O.(Rt)No.1811/2025/GAD Dated, Thiruvananthapuram, 25-04-2025

Read: 1. GO(Ms) No.327/2017/GAD dated 03.11.2017.  
 2. GO(Rt) No.1647/2025/GAD dated 13.04.2025.  
 3. GO(Rt) No.1690/2025/GAD dated 16.04.2025.  
 4. Letter No. Dir/Per/Spl.CA-415/2025 Dated 15.04.2025 from Director, Institute of Management in Government.  
 5. Email dated 19.04.2025 received from Institute of Management in Government.

### ORDER

As per the Government Orders read as 2<sup>nd</sup> & 3<sup>rd</sup> paper above, IAS Officer Trainees of 2024 batch have been posted to the Districts as detailed below:

1. Ms. Ehteda Mufassir IAS - Kannur
2. Ms. Parvathy Gopakumar IAS - Ernakulam
3. Mr. Ravi Meena IAS - Palakkad
4. Mr. Sivasakthivel C IAS - Thiruvananthapuram
5. Ms. Swati Mohan Rathod IAS - Thrissur

2. As per the Government Order read as 2<sup>nd</sup> paper above, IAS Officer Trainees of 2024 batch were directed to report before the Director, Institute of Management in Government on 28.04.2025. The training schedule of the Officers is ordered as follows:

Sl. No	Training Activity & Coordinator	Duration	Learning Objectives
1.	Joining at the ATI (complete all joining formalities)	April 28 <sup>th</sup> to May 14 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>Call on Chief Secretary, State Police Chief, Additional Chief</li> </ul>

	- DG/Director, State ATI		<p>Secretary, Principal Secretaries, Secretaries and other senior functionaries.</p> <ul style="list-style-type: none"> <li>• Complete joining formalities, briefing on district training schedule.</li> <li>• Familiarisation with the administrative structure of the state and district – legislature and executive.</li> <li>• In – depth understanding of local laws and their historical context.</li> <li>• Understanding of the form and nature of state governments key interests and priorities – state schemes / flagship programs and projects / key state policies</li> </ul>
1.1	Attachment with ILDM - Director ILDM	May 15 <sup>th</sup> to May 17 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Land Revenue Administration and Land Laws</li> </ul>
2.	District Administration( the Office of Collector/District Magistrate) - District Magistrate / District Collector	May 19 <sup>th</sup> -June 13 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Report to the District Magistrate / Collector.</li> <li>• Understanding of the establishment of the Office of DC / District Magistrate/ - key sections, delegation of powers, process of the Collector/ DM's court principal state acts/ laws being heard in</li> </ul>

				<p>Collector's Court, district record room.</p> <ul style="list-style-type: none"> <li>• Understanding of process and functions of major district offices - District food Supplies Office (PDS) - District Mining office, NIC, Elections, District Registrar, Registrar Cooperatives, District Excise office, Consumer D i s p u t e s Redressal, Information &amp; Publicity.</li> <li>• If state/ local body elections are scheduled in the district, Officer Trainees is expected to gain understanding of election management by working closely with the Deputy DEO.</li> <li>• Understanding the processes that go into organizing large events - state/ national level, VIP visits and management of large melas/processions. Shadowing the DM/ Nodal Officer for such events is expected.</li> <li>• Understanding of financial management at the district level - the modern treasury - financial management software in place treasury procedure</li> </ul>
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			<p>including duties and responsibilities of a DDO.</p> <ul style="list-style-type: none"> <li>• Obtaining hands on – training in posing and passing bills, verification of compliance of audit objections.</li> <li>• Inspection of strong rooms and treasury /sub treasury</li> </ul>
3.	Urban Governance (Municipal Corporation) - Municipal Commissioner of the nearest Municipal Corporation	June 16 <sup>th</sup> -June 28 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding the administrative structure for urban governance in the ULB.</li> <li>• Understanding the execution of SBM 2.0 initiatives (making cities garbage free, creating behavioral change etc,)</li> <li>• Deep dive into key urban infrastructure / urban services/urban beneficiary oriented schemes.</li> <li>• Understanding the execution of Swachh certification protocols – ODF++, Water+ and waste to wealth interventions, work on remediation of legacy dumpsites.</li> <li>• Understanding of urban reform process (AMRUT) - credit rating of the corporation, energy efficient street</li> </ul>

			<p>lighting/ energy audit of water pumps, online building permission systems/ single window permission systems</p> <ul style="list-style-type: none"> <li>• Understanding operations of key utilities - water supply sewerage SWM</li> <li>• Understanding of urban finance – budgeting, mobilization of own source revenue - property and utility taxes - mechanism for assessment and collection, comparison of key operational costs with recoveries.</li> <li>• Understanding of urban transport - city bus service, feeder transport and multi-model integration.</li> </ul>
4.	<p>Understanding design and execution of infrastructure projects -Executive Engineers - PWD/PIU PHED, Housing Board/ Electricity DisCom Water resources/irrigation</p>	<p>June 30<sup>th</sup> -July 5<sup>th</sup> 2025</p>	<ul style="list-style-type: none"> <li>• Deep dive into flagship infrastructure projects of the State government - roads and highways, irrigation, rural water supply, electricity, renewable energy, warehousing, small and major ports, etc.</li> <li>• Understanding of contract planning and design - scope of work, bidding parameters, evaluation criteria.</li> </ul>

			<ul style="list-style-type: none"> <li>• Understanding contract financing, contractual deliverables, SLAs in service contracts</li> <li>• Understanding of contract administration, project monitoring tools, method of bill payment.</li> </ul>
5.	Rural Governance -a) District Panchayat - President, District Panchayat	July 7 <sup>th</sup> –July 11 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding the administrative structure for rural governance in the district.</li> <li>• Deep dive into PMAY (Rural) – interaction with at least 5 beneficiaries.</li> <li>• Understanding of SBM and key flagship RD schemes of state government .</li> <li>• Understanding and analysis of water rejuvenation project like – Aadipampa – Varattar river – Kanampuzha river project,Kuttamperoor river, River rejuvenation under Haritha Keralam, Amrit Sarover Yojna in terms of impact on rural economy .</li> <li>• Understanding of Mission Antyodaya</li> <li>• Exposure to contracting, monitoring and supervision framework</li> </ul>

			<p>in PMGSY.</p> <ul style="list-style-type: none"> <li>• Field visit for impact assessment of MGNREGS interaction with 5 beneficiaries and inspection of 5 community assets.</li> <li>• Interaction with at least 5 women SHGs created under NRLM/ equivalent states scheme - understanding of group lending modality and micro-enterprise dynamics.</li> <li>• Understanding of the establishment, functions, framework of accountability of the District Panchayat.</li> </ul>
6.	Rural Governance- District Planning and Statistics, Aspirational districts - President, District Panchayat, District Planning Officer (Block /Grama Panchayat)	July 14 <sup>th</sup> –July 18 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding the process of assessing Gross District Domestic Product, key data and sectoral statistics pertaining to the district.</li> <li>• Understanding GSDP of the state - sectoral distribution, key areas of thrust, change in sectoral composition over the years, emerging sectors</li> <li>• Understanding framework of MPLADS/MLALADS, Aspirational District program - interventions made in 6 identified sectors, delta ranking</li> </ul>

			<p>over the years.</p> <ul style="list-style-type: none"> <li>• Understanding the decentralized planning process - preparation of the district plan, functions and role of the District Planning Committee.</li> </ul>
7.	Understanding scheme execution in rural areas (The Block Panchayat) -President, Block Panchayat	July 19 <sup>th</sup> to July 23 <sup>rd</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding of the establishment of a Block Panchayat, role of the elected body and accountability framework in place</li> <li>• Understanding the process of execution, monitoring and review of key state and union government schemes.</li> <li>• Understanding the systems in place for collection, compilation and updation of data pertaining to key schemes and projects - modalities of engagement with Gram Panchayats</li> </ul>
8.	Understanding village administration(The Gram Panchayat) - President, Block Panchayat and Secretary of GP	July 25 <sup>th</sup> – July 31 <sup>st</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding village dynamics and the role of different grassroots functionaries (Officer Trainee is expected to stay in the village during this period and interact closely with people and functionaries)</li> </ul>



			<ul style="list-style-type: none"> <li>• Understanding of the functions of Gram Panchayat Secretariat - system to record and update information, management of fund flows, implementation of schemes and social welfare functions.</li> <li>• Understanding how Gram Sabha works - attending a Gram Sabha and observing the proceedings</li> </ul>
9.	Understanding design and delivery of beneficiary oriented schemes- District Magistrate/District Collector	August 1 <sup>st</sup> - August 7 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Flagship schemes of the state government, PM SVANidhi, PMAY (Urban), PMAY (Rural), PM KISAN, AB-PMJAY, PM Ujjwala, Social security schemes – NOAPS, IGNWPS and state schemes, if any.</li> <li>• Understanding of the beneficiary application/selection process.</li> <li>• Understanding of the modality of transfer of benefit, framework for scheme administration and monitoring.</li> <li>• Understanding of direct impact and externalities after interaction with at least 3 beneficiaries per scheme .</li> </ul>

			<ul style="list-style-type: none"> <li>Assessing efforts towards scheme saturation for identified schemes</li> </ul>
10.	Public Health-Chief Medical and Health Officer	August 8 <sup>th</sup> – August 14 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>Deep dive into the ecosystem of the District Hospital – HMIS, OPD and IPD trends, utilization of PMJAY incentives / similar scheme of state government if any, evaluation of housekeeping services and SOPs for hospital based care, referral transport services (108 ambulance), assessment of service availability – dialysis, CT scan, ultrasound, advance Pathology services, cancer care, free drugs (PM Jan Aushadhi) and diagnostics initiative.</li> <li>Understanding of the health system's establishment at the district, block and sector levels – roles and responsibilities.</li> <li>Understanding of the PMJAY ecosystem in a private hospital utilization of packages, Turn-Around-Time (TAT) for Bill reimbursement, issue of</li> </ul>

			<p>AB cards (if a state level health insurance scheme is implemented by the state government, similar understanding of the state scheme to be achieved) Ayushman Bharat Digital Mission/e-health Kerala - state level program on citizen health records.</p> <ul style="list-style-type: none"> <li>• Deep dive into Comprehensive Primary Health Care (CPHC) through Health and Wellness Centers – visit to HWCs at PHC and Urban PHCs.</li> <li>• AYUSH initiatives for wholesome health and wellness.</li> <li>• Understanding of the role of Community Health Officer.</li> <li>• Availability of mandated drugs, diagnostics and tele-consultation services.</li> </ul>
10.1	Nutrition- POSHAN - District Program Officer, Women And Child Development	August 16 <sup>th</sup> – August 21 <sup>st</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding the nutrition systems' establishment at district, block and sub-block levels.</li> <li>• How communitisation is being attempted at the field level, understanding role of community and</li> </ul>

			<p>mechanisms for engaging local community and in anganwadi operations in the state.</p> <ul style="list-style-type: none"> <li>• POSHAN abhiyaan/ Equivalent state intervention around nutrition - how is tracking and monitoring of child health and nutrition status done. POSHAN tracker / state level application, if any</li> <li>• How effective is IEC for nutrition at the village level.</li> <li>• Visit to Nutrition Rehabilitation Centre - understanding protocols, follow up and effectiveness.</li> <li>• Understanding the role of Anganwadi Worker and ASHA - interacting with at least 3 AWWs, 1 supervisor to understand the scope of their responsibilities.</li> </ul>
11.	Education - NIPUN Bharat - District Education Officer/DPC- SSK	August 22 <sup>nd</sup> – August 29 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding the education systems' establishment at the district, block and sub block levels - roles and responsibilities.</li> <li>• Visiting 2 primary, 2 middle and 1 high/ higher secondary school</li> </ul>

in rural areas – understanding student – teacher ratios, availability of specialized teaching staff, teaching aids, skills and competencies of teaching staff, infrastructure including digital, methods for teacher incentivization.

- Understanding of foundational literacy and numeracy skills of students - primary and middle and performance of students in standardized exams - higher and higher secondary.
- Understanding the process of application screening, selection of students and school reimbursement under RTE.
- Deep dive into state specific interventions in education - special schools like EMRS or vocational education projects.
- Understand organization and functioning of higher education institutions – state – run, aided and private, and issues related to quality

			HR creation catering to demands of job market
12.	Agriculture and allied sectors - District Agriculture Officer, PD-ATMA, District Horticulture Officer	August 30 <sup>th</sup> – September 10 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding of important schemes/interventions of the state government in agriculture, horticulture co-operatives, fisheries, animal husbandry and dairy sectors including extension services</li> <li>• Understanding the execution of Per Drop More Crop interventions of state government /PMKSY</li> <li>• Understanding Crop insurance- method of assessment of loss, insurance process and settlement of claims</li> <li>• Understanding the input cost, subsidy process, output, income and market scenario for 1 kharif and one rabi crop grown in the district, interact with at least 3 small / marginal farmers and 1 big farmer.</li> <li>• Understanding state government's effort for crop diversification.</li> <li>• Interacting with members of a Farmer Producer Organisation (FPO)- mobilisation of agriculture inputs,</li> </ul>

			<p>market linkages and profitability.</p> <ul style="list-style-type: none"> <li>• Agriculture infrastructure initiatives of the state government/AIF initiative</li> </ul>
13.	<p>The skills ecosystem , skill India - Principal District ITI, District Employment Officer</p>	<p>September 11<sup>th</sup> – September 16<sup>th</sup> 2025</p>	<ul style="list-style-type: none"> <li>• Visit to the district ITI and block level SDC</li> <li>• Understanding of trades taught at ITI/SDC, new trades introduced in line with market demand if any, curriculum revision if executed linkages with local industry, placements scenario, apprenticeship associations, if any.</li> <li>• Visit at least 3 skill training programs being executed under PMKVY, state schemes for skill development – assessing training quality, market linkages available with training agencies, placement scenario in last three years.</li> <li>• Visit a job fair if and when organized in the district – organization, placement offers and retention rates.</li> <li>• ASAP</li> <li>• Understanding how skill development programs</li> </ul>

			conducted by different departments are dovetailed at the district level - coordination mechanism for data collection and review
14.	ODOP – local to global - District Industries Officer / MSME officer.	September 17 <sup>th</sup> – September 20 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding selection of the ODOP product</li> <li>• Visiting producers of ODOP product - understanding process of input mobilization, unit economics of the product.</li> <li>• Understanding the framework of processing, packaging and productivization - visit to relevant units/ interaction with relevant stakeholders, attending training and capacity building programs - if in place - for stakeholders.</li> <li>• Understanding market linkages achieved - is product available on e-Commerce portals, have export linkages been developed etc .</li> </ul>
15.	Social inclusion - District Social Justice Officer	September 22 <sup>nd</sup> – September 26 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Tribal rights, livelihoods and community forest management under FRA - in tribal districts.</li> <li>• Women involvement in the workforce- understanding the role of NRLM/NULM state</li> </ul>



			<p>government interventions with women SHGS and in skill development and economic empowerment of women, Beti Bachao Beti Padhao.</p> <ul style="list-style-type: none"> <li>• Nasha Mukh Bharat Abhiyan</li> <li>• Visit to an old age home, an orphanage, District One Stop Center, DDRC and CWSN school in the district - understanding inclusion efforts and constraints.</li> </ul> <p>Schemes run by departments of social welfare, minority affairs, welfare of SC/ST , ex-servicemen welfare, etc.</p>
16.	Financial inclusion - Lead Bank Manager	September 27 <sup>th</sup> – September 30 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding the district credit plan approved in district level credit committee.</li> <li>• Deep dive into PM Jan-Dhan Yojana, PM Jeevan Jyoti Yojana and PM Suraksha Bima Yojana or similar insurance schemes of state government - understanding scheme administration, the process of claim filing</li> </ul>

			<p>and TAT for claim processing.</p> <ul style="list-style-type: none"> <li>• Understanding the role of Banking Correspondent / VLE in securing financial inclusion in rural areas constraints faced-shadowing a BC/VLE on a service day in a village.</li> <li>• Understanding the role of UPI and JAM (Jan-Dhan, Aadhaar and mobile) in ushering in financial inclusion - studying the growth in financial transactions in rural and urban areas over the last 5 years</li> </ul>
17.	<p>Good governance maximum governance minimum government - District e-governance Manager/ ADM</p>	<p>October 3<sup>rd</sup> – October 8<sup>th</sup> 2025.</p>	<ul style="list-style-type: none"> <li>• Citizen grievance redressal mechanisms available in the district - state level helpline if any, SOPs, monitoring mechanism.</li> <li>• Understanding of Public Service Guarantee Act/ Assured Service Delivery mechanism/ Citizen Charter if in place in the state - services covered, implementation modalities, deemed services delivery.</li> <li>• Kiosks for citizens service delivery - visit to</li> </ul>

			<p>one such centre - understanding the scope of service being delivered, timeliness of service delivery, ease of access.</p> <ul style="list-style-type: none"> <li>• Single citizen database if any implemented by the state - databases integrated, architecture of integrated database and access protocols.</li> <li>• Single service delivery portal, if any, available for availing public services in the state - understanding how single portal fetches data, records, certificates and generates service required.</li> </ul>
18.	Ease of living & doing business - District Industries Office, Municipal Corporation, PCB Office, District Forest office	October 9 <sup>th</sup> – October 22 <sup>nd</sup> 2025.	<ul style="list-style-type: none"> <li>• Understanding the landscape of clearances required by a typical MSME/ start-up to start and sustain a business in your district - interact with an MSME founder/ start-up founder in the district and map the clearances and compliances, department wise - understanding the process flow for these clearances/ compliances – are some of these still relevant?</li> <li>• Understanding of the</li> </ul>

			<p>processes that go into single window clearance system in place in District Industries Office/ULB/ PCB Office/ SDM Office/Collector's office</p> <p>- are these processes efficient and effective?</p> <ul style="list-style-type: none"> <li>• Visits to local industries – automobile, pharmaceutical, chemical, petrochemical, etc.</li> </ul>
19.	Law and Order - Superintendent of Police	October 23 <sup>rd</sup> - October 27 <sup>th</sup> – 2025	<ul style="list-style-type: none"> <li>• Understanding of policing systems, establishment in the district</li> <li>• Understanding execution of warrants/ summons, police report in security proceedings, coordination with local magistracy in different situations, especially law and order.</li> <li>• Understanding how cases are registered and processed under various sections in BNSS Understanding of rapid response system - eg Dial 100, CCTNS or any state level digitization effort in policing.</li> <li>• Understanding how a police station works - Record Keeping, citizen</li> </ul>

			<p>interface, collation of Intelligence, night patrolling with the station-in-charge, understanding, VIP Protocol/ bandobast during important events</p> <ul style="list-style-type: none"> <li>• Understanding the establishment of District Police Line, role of Reserve Police during law and order situations, working with paramilitary and military in times of crisis/emergency , etc.</li> </ul>
20.	Forest management and community participation - District Forest Officer	October 28 <sup>th</sup> – October 31 <sup>st</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding the establishment of the forest department in the district.</li> <li>• Understanding how annual plan is formulated.</li> <li>• Understanding efforts for regeneration of degraded forest, role of JFMCs/ local forest committees in the state and role of community in forest management.</li> <li>• Issues between revenue and forest - dispute resolution mechanisms</li> </ul>
21.	Understanding the judicial process (District Judge /CJM) - District	November 1 <sup>st</sup> – November 7 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Observation and development of skills for the performance of quasi-judicial functions</li> </ul>

	Judge		<ul style="list-style-type: none"> <li>– hold trials, conduct inquiries, record dispositions, appreciate evidence, draw up orders and write judgements.</li> <li>• Exercise of powers of Judicial Magistrate and disposal of assigned cases.</li> </ul>
22.	Land management (Village Office, Tahsildar) - Tahsildar/RI	November 10 <sup>th</sup> – November 15 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding basic revenue functions – demarcation of land, issue of copies of land records, recording undisputed mutations/partition, updation of land records, recording and reporting encroachments (Officer Trainee is expected to accompany the Tahsildar, Village Officer during her / his visit to a village for performance of any of the above functions)</li> </ul>
23.	Land Management (Tahsildar) - Tahsildar	November 17 <sup>th</sup> - November 20 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Understanding the gamut of functions – as a revenue officer and executive magistrate, as a key protocol functionary, role in public grievance redressal / event management / disbursing relief / disaster management</li> </ul>

			<ul style="list-style-type: none"> <li>Understanding the office of Tahsildar – revenue and magisterial court, functionaries in office and their tasks.</li> </ul>
24.	Microcosm of district administration, administering a sub-division - SDM	November 21 <sup>st</sup> - December 6 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>Understanding the establishment of office, key roles, monitoring and review function (programs and projects), role as a revenue officer and executive magistrate</li> </ul>
25.	Independent charge(CEO, JP/BDO) - District Collector / District Magistrate	December 8 <sup>th</sup> – December 12 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>Discharging duties while holding independent charge of key district offices</li> </ul>
26.	Independent charge( Chief Municipal Officer) - District Collector / District Magistrate	December 15 <sup>th</sup> – December 19 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>Discharging duties while holding independent charge of key district offices</li> </ul>
27.	Independent charge (Tehsildar) - District Collector /District Magistrate	December 20 <sup>th</sup> – January 20 <sup>th</sup> 2026	<ul style="list-style-type: none"> <li>Discharging duties while holding independent charge of key district offices</li> </ul>
28.	Acculturation to the State - “KERALA DARSHAN” - Tourism Department, DG/Director, State ATI	January 21 <sup>st</sup> - February 3 <sup>rd</sup> 2026	<ul style="list-style-type: none"> <li>Understanding geography, history, culture, socio- economic practices of the State</li> </ul>
29.	Independent charge – SDM / SDO	February 4 <sup>th</sup> –	<ul style="list-style-type: none"> <li>Discharging duties while holding independent</li> </ul>

		March 15 <sup>th</sup> 2026	charge of key district offices
30.	Advocate General attachment	March 17 <sup>th</sup> - March 18 <sup>th</sup> 2026	<ul style="list-style-type: none"> <li>Understanding judiciary – executive interface: the office of Advocate General, filling affidavits, replies, PIL, contempt of court, courts digitization, case management software, wherever applicable.</li> </ul>
31.	Land Management (Survey and Settlement training) - Commissioner Land Records and Settlement.	March 20 <sup>th</sup> – March 26 <sup>th</sup> 2026	<ul style="list-style-type: none"> <li>Understanding land management in the state-systems for preparation, updating and maintenance of land records, modern methods for survey of land and recording rights – PM SVAMITVA / equivalent state scheme</li> </ul>
31.1	Attachment with ILDM - Director ILDM	March 27 <sup>th</sup> to March 31 <sup>st</sup> 2026	<ul style="list-style-type: none"> <li>Land Revenue Administration and Land Laws</li> </ul>
32.	Departmental Exams, Chairman, PSC	April 1 <sup>st</sup> –April 20 <sup>th</sup> 2026	
33.	Governance at the state level, policing the state, understanding interfaces between State and Union Government,	April 21 <sup>st</sup> - April 24 <sup>th</sup> 2026	<ul style="list-style-type: none"> <li>Call on key civil and political functionaries.</li> <li>Understanding the functions at State Secretariat.</li> <li>Attachment with Government of India</li> </ul>



	understanding key state priorities, policies and expectations, & debriefing - DG/Director, State ATI.		<p>institutions located in the State such as Railway Regional Office, IT, GST, C&amp;E.</p> <ul style="list-style-type: none"> <li>• Understanding canons of financial propriety – Office of the Principal Accountant General: understanding audit as a concept and practice, key points to be adhered while incurring public expenditure.</li> <li>• Summing up the learnings of the District Training.</li> <li>• Peer – learning and experience sharing among Officer Trainees who have trained in different districts.</li> </ul>
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3. While undergoing training in the State Headquarters, the Non-Keralite Officer Trainees will attend the Malayalam coaching classes conducted by the State Institute of Languages, Thiruvananthapuram. The Director, State Institute of Languages will make necessary arrangements for their Malayalam classes, accordingly.

4. The Director, Institute of Management in Government and the District Collectors will make all arrangements for the effective imparting of the training programme and give proper guidance to the IAS Officers Trainees.

5. The Director of Survey & Land Records will draw an appropriate programme for Survey Training.

6. The Officer Trainees will be allotted rooms in the Government Guest Houses on rent free basis up to the end of their training, for which the Officer Trainees should submit their options as per the conditions in the Government Order read as 1<sup>st</sup> paper above.

7. The Officer Trainees should have to submit reports like village study/district report/experience sharing presentation/cases on CrPC, IPC etc. to the Government and to the Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie with copy to the respective Collectors and the Commissioner of Land Revenue.

8. Detailed itinerary regarding Kerala Darshan Programme will be issued separately.

(By order of the Governor)  
M ANJANA I A S  
ADDITIONAL SECRETARY

To

1. The Director General, Institute of Management in Government, Thiruvananthapuram.
2. The Additional Chief Secretary (Revenue & Housing).
3. The District Collector, Thiruvananthapuram/Ernakulam/Thrissur/Palakkad/Kannur.
4. The Land Revenue Commissioner, Thiruvananthapuram.
5. Ms. Ehteda Mufassir IAS, Assistant Collector (U/T), Kannur
6. Ms. Parvathy Gopakumar IAS, Assistant Collector (U/T), Ernakulam
7. Mr. Ravi Meena IAS, Assistant Collector (U/T), Palakkad
8. Mr. Sivasakthivel C IAS, Assistant Collector (U/T), Thiruvananthapuram
9. Ms. Swati Mohan Rathod IAS, Assistant Collector (U/T), Thrissur.
10. The Principal Accountant General (A & E) Kerala, Thiruvananthapuram.
11. The Accountant General (G&SSA) Kerala, Thiruvananthapuram.
12. The Chairman, Kerala Public Service Commission, Pattom PO, Thiruvananthapuram.
13. The Director General of Police, Thiruvananthapuram.
14. The Registrar of High Court, Kerala, Ernakulam with (C/L).
15. The Secretary, Legislature Secretariat.
16. The Deputy Inspector General, CRPF, Pallippuram, Thiruvananthapuram -695316.
17. The Director, Vigilance and Anti Corruption Bureau,

Thiruvananthapuram.

18. The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.
19. The Director, Institute of Land and Disaster Management, Thiruvananthapuram.
20. The Secretary, Land Board, Thiruvananthapuram.
21. The Director, Survey & Land Records, Thiruvananthapuram.
22. The Director, Panchayat Department / Urban Affairs Department, Thiruvananthapuram.
23. The Director of Treasuries, Thiruvananthapuram.
24. The Secretary to Government of India, Department of Personnel & Training, Government of India, New Delhi.
25. The Director, Scheduled Caste Development Department / Scheduled Tribes Development Department, Vikas Bhavan P. O, Thiruvananthapuram.
26. The Director, Social Justice Department, Vikas Bhavan P.O., Thiruvananthapuram.
27. The Director, Fisheries Department, Vikas Bhavan, Thiruvananthapuram.
28. The Director, IT Mission, Vellayambalam, Thiruvananthapuram.
29. Ezhimala Naval Academy, Thaliparamba Taluk, Kannur.
30. The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie, Uttarakhand State.
31. The Commissioner, Rural Development Department, Thiruvananthapuram.
32. The Executive Vice Chairperson, Haritha Keralam Mission, T.C2/3271(3)(4), Kattanadu Lane, Pattom Palace P.O., Thiruvananthapuram.
33. The Chief Executive Officer, Life Mission, Government Secretariat, Thiruvananthapuram.
34. Mission Secretary, Aardram Mission, Government Secretariat, Thiruvananthapuram.
35. The Chief Executive Officer, Education Mission, Government Secretariat, Thiruvananthapuram.
36. The Director, State Institute of Languages, Thiruvananthapuram.
37. The Chief Executive Officer, Additional Skill Acquisition

Programme, Trans Towers, Vazhuthacaud, Thiruvananthapuram.

38. The Principal Chief Conservator of Forests and Head of Forest Force, Forest Head Quarters, Thiruvananthapuram.
39. The General Administration (SC)/Protocol /Forest / Higher Education / Industries/ Local Self Government/ Parliamentary Affairs/P&ARD/Revenue/ Taxes/ Tourism / Electronics & Information Technology Department.
40. The Information and Public Relations Department.
41. The Web and New Media Division (for uploading ([www.gadsplais.kerala.gov.in](http://www.gadsplais.kerala.gov.in))).
42. Stock File/Office Copy (AIS-A2/76/2025-GAD)

Forwarded /By order

Section Officer

Copy to:

1. The Private Secretary to the Chief Minister.
2. The Chief Principal Secretary to the Chief Minister.
3. The Officer on Special Duty, Office of the Chief Secretary.
4. The P.A to Additional Chief Secretary, General Administration Department.
5. The P.A to Principal Secretary, Revenue Department.
6. The P.A/CA to Additional Secretary I/II, General Administration (AIS) Department.