



## GOVERNMENT OF KERALA

### Abstract

AIS – IAS Officer Trainees of 2024 Batch – Headquarters Training & District Training – Training Schedule - Modified - Orders Issued.

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

G.O.(Rt)No.2349/2025/GAD Dated, Thiruvananthapuram, 29-05-2025

Read: 1. GO(Rt)No.1811/2025/GAD dated 25.04.2025.

2. Government Letter No.AIS-A2/152/2025-GAD dated 27.05.2025.

3. Letter No.EL5/11/2025-ELEC dated 28.05.2025 of the Chief Electoral Officer , Kerala.

### ORDER

The headquarters training & district training schedule for the IAS Officer Trainees for 2024 batch was issued as per the Government Order read as 1<sup>st</sup> paper above.

2. In order to provide a first hand exposure on electoral processes to the IAS Officer Trainees of 2024 batch, Government as per letter read as 2<sup>nd</sup> paper above, had enquired with the Chief Electoral Officer, Kerala about the possibilities of engaging them in the Bye Election to 035-Nilambur LAC. The Chief Electoral Officer, as per letter read as 3<sup>rd</sup> paper above, has agreed to the Government's proposal and has informed that the IAS Officer Trainees can be engaged in various election-related activities such as training sessions, EVM commissioning, strong room arrangements, distribution and reception of election materials, counting arrangements, visits to polling stations, interaction with BLOs, etc., in addition to performing duties as Micro Observers, during the period from 12<sup>th</sup> June 2025 to 20<sup>th</sup> June 2025.

3. Government have examined the matter in detail and are pleased to revise the schedule of the Headquarters Training & District Training from 19.05.2025 to 28.06.2025 as follows:

Sl.No	Training Activity & Coordinator	Duration	Learning Objectives
2.	District Administration (The Office of	May 19 <sup>th</sup> - June 11 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>Report to the District Magistrate / Collector</li> </ul>

Collector/ District  
Magistrate) - District  
Magistrate / District  
Collector

- 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 Collector's Court, district record room.
- 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 Disputes Redressal, Information & Publicity.
- 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.
- Understanding the processes that go into organizing large events - state/ national level, VIP visits and management of large

			<p>melas/processions. Shadowing the DM/ Nodal Officer for such events is expected.</p> <ul style="list-style-type: none"> <li>• Understanding of financial management at the district level - the modern treasury - financial management software in place treasury procedure including duties and responsibilities of a DDO.</li> <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>
2 A.	Exposure to electoral processes - engaging the Assistant Collectors (U/T) as Micro Observers in bye-election035 - Nilambur LAC - District Election Officer, Malappuram	June 12 <sup>th</sup> -June 20 <sup>th</sup> 2025	<ul style="list-style-type: none"> <li>• Report to District Election Officer, Malappuram</li> <li>• Performing duties as Micro Observers.</li> <li>• Understanding various election-related activities such as training sessions, EVM commissioning, strong room arrangements, distribution and reception of election materials, counting</li> </ul>

			<p>arrangements.</p> <ul style="list-style-type: none"> <li>• Visits to polling stations.</li> <li>• Interaction with BLOs etc.</li> </ul>
3.	<p>Urban Governance (Municipal Corporation) - Municipal Commissioner of the nearest Municipal Corporation</p>	<p>June 21<sup>th</sup> - June 28<sup>th</sup> 2025</p>	<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 lighting/ energy audit of water pumps, online building permission systems/ single window permission systems.</li> <li>• Understanding operations of key utilities - water supply sewerage SWM</li> <li>• Understanding of urban</li> </ul>

			<p>finance – budgeting, mobilization of own source revenue - property and utility taxes - mechanism for assessment and collection, comparison of key operational costs with recoveries.</p> <ul style="list-style-type: none"> <li>• Understanding of urban transport - city bus service, feeder transport and multi-model integration.</li> </ul>
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4. The Government order read as 1<sup>st</sup> paper above stands modified only to the above extent.

(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/Malappuram/Kannur.
4. The District Election Officer, Malappuram.
5. The Land Revenue Commissioner, Thiruvananthapuram.
6. Ms. Ehteda Mufassir IAS, Assistant Collector (U/T), Kannur
7. Ms. Parvathy Gopakumar IAS, Assistant Collector (U/T), Ernakulam
8. Mr. Ravi Meena IAS, Assistant Collector (U/T), Palakkad
9. Mr.Sivasakthivel C IAS, Assistant Collector(U/T), Thiruvananthapuram
10. Ms. Swati Mohan Rathod IAS, Assistant Collector (U/T), Thrissur.
11. The Principal Accountant General (A&E) Kerala, Thiruvananthapuram.
12. The Accountant General (Audit) Kerala, Thiruvananthapuram.
13. The Chairman, Kerala Public Service Commission, Pattom PO, Thiruvananthapuram.

14. The Director General of Police, Thiruvananthapuram.
15. The Registrar of High Court, Kerala, Ernakulam with (C/L).
16. The Secretary, Legislature Secretariat.
17. The Deputy Inspector General, CRPF, Pallippuram, Thiruvananthapuram -695316.
18. The Director, Vigilance and Anti Corruption Bureau, Thiruvananthapuram.
19. The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.
20. The Director, Institute of Land and Disaster Management, Thiruvananthapuram.
21. The Secretary, Land Board, Thiruvananthapuram.
22. The Director, Survey & Land Records, Thiruvananthapuram.
23. The Director, Panchayat Department / Urban Affairs Department, Thiruvananthapuram.
24. The Director of Treasuries, Thiruvananthapuram.
25. The Secretary to Government of India, Department of Personnel & Training, Government of India, New Delhi.
26. The Director, Scheduled Caste Development Department / Scheduled Tribes Development Department, Vikas Bhavan PO, Thiruvananthapuram.
27. The Director, Social Justice Department, Vikas Bhavan P.O., Thiruvananthapuram.
28. The Director, Fisheries Department, Vikas Bhavan, Thiruvananthapuram.
29. The Director, IT Mission, Vellayambalam, Thiruvananthapuram.
30. Ezhimala Naval Academy, Thaliparamba Taluk, Kannur.
31. The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie, Uttarakhand State.
32. The Commissioner, Rural Development Department, Thiruvananthapuram.
33. The Executive Vice Chairperson, Haritha Keralam Mission, T.C2/3271(3)(4), Kattanadu Lane, Pattom Palace P.O., Thiruvananthapuram.
34. The Chief Executive Officer, Life Mission, Government Secretariat, Thiruvananthapuram.
35. The Mission Secretary, Aardram Mission, Government Secretariat, Thiruvananthapuram.
36. The Chief Executive Officer, Education Mission, Government Secretariat, Thiruvananthapuram.
37. The Director, State Institute of Languages, Thiruvananthapuram.

38. The Chief Executive Officer, Additional Skill Acquisition Programme, Trans Towers, Vazhuthacaud, Thiruvananthapuram.
39. The Principal Chief Conservator of Forests and Head of Forest Force, Forest Head Quarters, Thiruvananthapuram.
40. The General Administration (SC)/Protocol /Forest / Higher Education /Industries/ Local Self Government/ Parliamentary Affairs/P&ARD/Revenue/ Taxes/ Tourism / Electronics & Information Technology Department.
41. The Information and Public Relations (Web & New Media) Department (for uploading ([www.gadsplais.kerala.gov.in](http://www.gadsplais.kerala.gov.in))).
42. Stock File/Office Copy (AIS-A2/152/2025-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 PA/CA to Additional Secretary I/II, General Administration (AIS) Department.