



കേരള സർക്കാർ

നം. എ.ആർ 14(2)/8/2022/ഉ.ഭ.പ.വ ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര (എ.ആർ 14)വകുപ്പ്
തിരുവനന്തപുരം, തീയതി: 05 .02.2022

പ്രേഷകൻ

അഡീഷണൽ ചീഫ് സെക്രട്ടറി

സൂചകർത്താവ്

എല്ലാ അഡീഷണൽ ചീഫ് സെക്രട്ടറിമാർക്കും
എല്ലാ പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർക്കും/സെക്രട്ടറിമാർക്കും/
സ്പെഷ്യൽ സെക്രട്ടറിമാർക്കും
എക്സ്-ഒഫീഷ്യോ പ്രിൻസിപ്പൽ സെക്രട്ടറി, സയൻസ് & ടെക്നോളജി,
ശാസ്ത്ര ഭവൻ, പട്ടം, തിരുവനന്തപുരം.
ചീഫ് ഇലക്ട്രൽ ഓഫീസർ & സെക്രട്ടറി, ഇലക്ഷൻ വകുപ്പ്.
റസിഡന്റ് കമ്മീഷണർ, കേരള ഹൗസ്-ജന്റർ മന്തർ റോഡ്,
ന്യൂഡൽഹി -110001.

സർ,

വിഷയം:-ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര വകുപ്പ് - ചീഫ് സെക്രട്ടറിയും
സെക്രട്ടറിമാരുമായി 28/01/2022 ൽ ചേർന്ന
യോഗത്തിന്റെ നടപടിക്കുറിപ്പ് അയയ്ക്കുന്നത്
-സംബന്ധിച്ച്.
സൂചന :- ഈ വകുപ്പിന്റെ 22-01-2022-ലെ ഇതേ നമ്പർ കത്ത്

ചീഫ് സെക്രട്ടറിയും സെക്രട്ടറിമാരുമായി 28/01/2022 ൽ ചേർന്ന
പ്രതിമാസയോഗത്തിന്റെ നടപടിക്കുറിപ്പ് അറിവിലേയ്ക്കും അനന്തര നടപടികൾക്കുമായി
ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

വിശ്വസ്തയോടെ,
ബി. ഉമേഷ്
അണ്ടർ സെക്രട്ടറി
അഡീഷണൽ ചീഫ് സെക്രട്ടറിയ്ക്ക് വേണ്ടി

അംഗീകാരത്തോടെ

സെക്ഷൻ ഓഫീസർ

Minutes of the monthly meeting of the Chief Secretary with Secretaries

28th January 2022, 10.00 a.m., through VC.

The meeting, conducted through video conferencing, commenced at 10.00 a.m. with the Chief Secretary in the Chair. Chief Secretary welcomed all Secretaries to the meeting and after introductory remarks, the meeting proceeded with discussion on the following agenda points.

Agenda 1. Review of Plan Expenditure with focus on pending Administrative Sanctions, Capital Expenditure and PFMS issues

- Compared to last Fiscal, Expenditure of Aggregate Plan (higher by 0.21%) & LSGI Plan (higher by 7.03%) are on the higher side but State Plan (lesser by 0.6%) & CSS (lesser by 3.21%) are on the lower side.
- 38 Departments reported their Plan expenditure less than the current State Average of 59.78% .
- 36 Departments are yet to issue 100% of AS. Urgent action required on this.
- Efforts should be taken to achieve financial targets. All departments must utilise the State Plan Fund and Central Plan Fund as early as possible.

(Action : Secretaries Concerned)

Agenda 2. Making Kerala a digitally governed State by August 2022

Chief Secretary reviewed the activities towards making Kerala a digitally governed State by August 2022.

- Action to be taken to add data entry qualification in Malayalam and English to clerical appointment.
- Action should be taken for improvement of e-governance and making e-office fully connected in all departments.
- All departments should create “dashboards” and Secretaries should review the dashboards for timely completion of works and time bound service delivery.
- Electronic payment system should be encouraged. All booking procedures and all receipts and payments of government should be made online, especially at KSEB, KWA, Local bodies etc.
- Action to be taken for the delivery of goods through electronic mode. Departments shall use Supply keralam App to deliver goods online. All departments must ensure the use of online platform like e-auction, GeM for buying and selling / disposing . All purchases should be done through GeM.
- Disposal of Vehicles and scrap should be done in e-auction using MSTC/e-auction App



available in GeM.

- Electronic Personnel Management System made available through SPARK may be utilized by all departments for e-service book, online transfers etc.
- Co-ordination of all departments will change Kerala into a fully digitalised and Good Governance State.

(Action : Secretaries Concerned)

Agenda 3. Ease of doing Business

Additional Chief Secretary, Industries pointed out that 296 Reforms are now in the final stage .Workshops are done and the draft has been sent to all Secretaries for suggestions.

(Action: Secretary, Industries and Secretaries Concerned)

Agenda 4. Reduction of Compliance Burden

Additional Chief Secretary, Industries mentioned that Implementation is in the IIIrd Phase.

(Action: Secretary, Industries and Secretaries Concerned)

Agenda 5. Job creation through existing departmental schemes

- Chief Secretary emphasised about MSME schemes. Attention must be given for MSME Campaign to create job opportunities. Government expects to create 25 Lakhs job opportunities through MSMEs. Departments like LSGD, Industries , Co-operation, IT are all departments with high potential for generating job opportunities through MSMEs.
- Additional Chief Secretary, Industries remarked that MSME entrepreneurs are facing many issues viz; negative attitude from Banks, Low Productivity, Low Working capital, Unnecessarry lag in giving licences etc.
- Hence priority should be given to encourage MSMEs by facilitation of registration and licenses. Working Capital Fund should be made available through banks. Unnecessary inspections shall be discouraged . Feedback from MSMEs should be sought.
- MSMEs engaged in waste management, solarisation and hydrogen related units, Electric vehicles, IT, Co-operation, agriculture, dairy industries etc should be promoted.

(Action: Secretary, Industries Department and Secretaries Concerned)

Agenda 6. Reduction in Certificates

Chief Secretary directed all departments should take urgent action for reducing the volume of certificates sought from the public.

(Action: Secretaries Concerned)



Agenda 7. Amendment of Special Rule

CS stated that all Clerical staff should have computer knowledge and this was agreed by all Secretaries P&ARD shall take action to amend the GO relating to the matter.

(Action: Addl. Chief Secretary, P&ARD)

Agenda 8. Status of Court cases/ Judgements

- Chief Secretary directed for the fullest implementation of digitalization in filing system (Statement of Facts, Counter Affidavits) of all Court Cases.
- Chief Secretary exhorted that the number of court cases should be reduced by improved governance. Chief Secretary directed ACS, Finance Department to expedite provision for the need to purchase laptops at AG's office for e-filing of court cases.

(Action: Secretary, Law and Addl. Chief Secretary, Finance Department & Secretaries Concerned)

Miscellaneous

- It was also decided to put attention on increasing the CDR by banks. CDR of Kerala is 40% but it is more than 100% in Tamil Nadu and Karnataka. So if needed, a policy to be initiated to encourage banks to enhance CDR.

(Action: Addl. Chief Secretary, Finance Department and Secretaries Concerned)

- The data submitted by Departments regarding (i) formation of Special Rules in subordinate offices (ii) online delivery of services to the public (iii) implementation of online system for transfer and posting of Government Employees was reviewed. All departments were requested to expedite the actions pertaining to these items and show progress in the data to be submitted online four days before the next Secretaries Meeting. (Action All Departments)
- After the meeting, Secretaries gave an online farewell to Dr. K. Ellangovan, Additional Chief Secretary, Industries.

The meeting came to an end at 01.35 p.m.


CHIEF SECRETARY