

1. Direct recruitment and its processes.
2. Presenting Die-in-harness cases.
3. Police Verification and Medical Examination of staff and officers.
4. Confirmation of services of all staff and officers.
5. Pay Implementation Cell and Pay fixation under ROPA.
6. Checking, Vetting of pay, CAS etc.
7. Step up cases.
8. Correspondences with U. D. Deptt. regarding Implementation of Govt. order in KMDA.
9. Legal matters (Establishment Part).
10. Preparation of replies to Assembly questions.
11. Queries of SC / ST Commission and other matters relating to SC / ST / OBC.
12. Promotion of all staff and officers.
13. Recording / communications in respect of IAS, WBCS (Exe) and WBA&AS on deputation to KMDA.
14. Verification / Confirmation of Date of Birth.
15. Leave Travel Concession (LTC).
16. NOC for (a) any purchase / loan etc. (b) higher studies and employment (c) Passport, Visa etc.
17. Approval for change of name / surname.
18. Pension cases and counting of Past service.
19. Matters relating to KMW&SA, KIT.
20. Matters relating to Contractual engagement.