

**PROCEEDINGS OF THE DIRECTOR OF MEDICAL EDUCATION,
KERALA, THIRUVANANTHAPURAM**

DME-Estt- Formation of IT Cell in the Office of the Director of Medical Education-
sanctioned orders issued.

- Read
1. G.O.(Ms) No. 28/2008/ITD dated 26.07.2008
 2. G.O.(Ms). No.17/2018/ITD, Dated 03/08/2018.
 - 3 G.O (Rt.)No.1312/2019/H&FWD.Dated, 31.05.2019.
 - 4 Minutes of the meeting held on 11/07/19, and 08/08/19 at the Chamber of DME
 - 5 This office order no. B6/1879/2019/DME, dated. 29/06/2020
 - 6 Minutes of the meeting of the Technical Committee held on 01/07/2020 at DME office.
 7. Government letter no. B4/40/2020/Health, dated. 27/01/2021

Order No.E3-4636/2019/DME Dated: 11/02/2021

As per the order read first above, Government have issued orders for creation of IT Division in all Government Departments and Public Sector Undertakings including Local Self Government Institutions. As per the order read second above, Government have issued guidelines for the creation of IT Division. Government have also issued permissive sanction for constituting a Technical Committee for the formation of IT Cell in the Department of Medical Education, vide GO read as third paper above.

2. Consequently, meeting was conducted at this office, and decided to constitute separate IT cell for each subordinate institutions and a Technical Committee, based on the guidelines of the Government Order.

3. Accordingly, Circular had been issued inviting applications from the qualified officials from this office, to constitute the IT cell in this Directorate. Two employees of this Directorate have submitted their willingness to the post of Manager and Deputy Manager of the IT cell, as an additional responsibility to their

existing duties.

4. Considering the above facts and based on the recommendation of the Technical Committee and clarification received from Government, vide letter read as 7th paper above, IT Cell is constituted in this office comprising of the following two officers of this Directorate as Manager and Deputy Manager, IT Cell, as an additional responsibility to their existing duties.

Sl no.	Name of incumbent	Designation in the IT Cell
1.	Sri. Sarath A S, Senior Clerk DME Office	Manager (IT Cell)
2.	Sri. Nithin Nair, Clerk DME Office	Deputy Manager (IT Cell)

5. The members of the IT Cell (Assistant Manager, Deputy Manager and Manager) should serve at least two years continuously in their newly assigned posts. Other qualified hands will be appointed, if un authorized absence or long term leave (LWA) are reported against the existing members of the IT Cell, and they will have no claim in future in this regard.

6. As the works of the IT Cell is an additional responsibility to the existing duties, they are not eligible for any financial benefit , until further direction is issued from Government.

7. The duties and responsibilities of the IT Cell is specified in the GO read as second paper above, and the additional works/working method of the IT Cell is detailed as follows.

- i. File/correspondence (IT Cell related) shall be originated from the Assistant Manager/ Deputy Manager and then routed to the Manager (IT Cell).
- ii. Junior Superintendent (Planning) will be the immediate superior officer of the IT Cell. (Charge assigned to Junior Superintendent shall be changed based on the discretion of the DME).
- iii. Junior Superintendent shall route the file through Sr. AO/ Sr. FO (regarding the nature of file; administration/financial), and final decision in

- the file will be taken by the Director of Medical Education.
- iv. The Manager (IT Cell) can obtain remarks/advice of concerned sections in this office, if it seems necessary.
 - v. The Computer Programmer shall be the ex-officio member of the IT Cell and hence the Manager (IT Cell) can obtain remarks/suggestions from the Computer Programmer, if it seems necessary.
 - vi. An ID card will be provided to the Manager, Deputy Manager and Assistant Manager (IT Cell). (ID card issuing section will take necessary arrangements accordingly.)
 - vii. This order shall be pasted in the Service Books of the incumbents.

Signature valid **DR. REMLA BEEVI.A**
DIRECTOR

Digitally signed by DR. REMLA BEEVI A
Date: 2021.02.16 16:07 IST
Reason: Approved

To
The incumbent.

Copy to:

1. CA to DME/JDME (M)/JDME (G)/Sr. AO/Sr. FO
2. All the Sections and Superintendents, DME Office.
3. Computer Programmer, DME Office.

Forwarded /By Order

Junior Superintendent