

**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER,**  
**DIRECTORATE OF AGRICULTURE DEVELOPMENT &**  
**FARMERS' WELFARE DEPARTMENT**

**(Present: Purushothaman.K.P)**

**Sub:** Agriculture Directorate – KOVID-19, LOCKDOWN – measures to ensure essential services – orders issued.

**Read:** 1) Proceedings No.O&M(2)-7758/2020 dtd 24/03/2020 & 26/03/2020  
2) Gazette notification SRO No.247/2020 issued vide G.O. (P) No.16/20/Home dtd 25/03/2020

**ORDER NO. O&M(2)-7758/20 DTD 27/03/2020**

Government has declared supply of fresh fruits and vegetables, rice shelters milling the paddy, transportation of food grains and vegetables among other things as essential services under kerala Essential Services Maintains Act 1994 as per Gazette Notification cited.

In the circumstances officers concerned of Agriculture Development and Farmers' Welfare Department, sister concerns, and agencies should ensure that essential commodities pertaining to agriculture are available in the market without any hindrance and take other appropriate steps to ensure "LOCKDOWN" and social distancing.

Following instructions are also issued for the smooth functioning of the Directorate during "LOCKDOWN".

a) All Additional Directors, Joint Directors, Deputy directors, Assistant Directors, Senior Administrative Officer, Senior Finance Officer, Vigilance Officer, State Agricultural Engineer, Law Officer, Assistant Executive Engineers in this office to attend the office on all working days till 14/04/2020.

In addition to the above, following officers are to be present during the "LOCKDOWN" period as per the following schedule.

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Date</b>
1	S.Sherly	Senior Supt., Fin A Section	March 30, 31, April 13
2	S.R.Sreekumar	Accounts Officer, Finance Section	March 30, 31, April 7
3	Deepa Mohan U	Sr. Clerk, Fin A Section	March 30, 31, April 8
4	Linda Madonna	Clerk, Fin B Section	March 30, 31, April 2
5	Abhilash J K	Clerk, Fin B Section	March 30, 31, April 3, 6, 8, 13
6	Shibu S.P.	Sr. Clerk, Audit I Section	April 1
7	Vishak	Clerk, Audit III Section	April 1, 7
8	Krishnankutty	Jr. Supt., Audit IV Section	March 31, April 2
9	Binu	Clerk, Audit IV Section	March 31, April 2
10	Arun M K	Sr. Clerk, Audit IV Section	April 3, 8
11	Devi Krishna	Jr. Supt., SA Section	March 31, April 6
12	Vijayalekshmi V Pillai	Sr. Clerk, SA Section	April 4
13	Bhanu Chandra	Sr. Clerk, SA Section	April 3
14	Jithesh A K	Sr. Clerk, SA Section	April 1

15	Siju S L	Jr. Supt, SE Section	March 31, April 6
16	Rajesh T	Sr. Clerk, SE Section	April 8
17	Jagadeesh N	Clerk, SE Section	April 7
18	Sumi K H	Sr. Clerk, SB Section	March 30
19	Nandini M P	Jr. Supt., SD Section	March 30, April 4
20	Shinedas Y	Clerk, SH Section	April 3
21	Anoop	Sr. Clerk, SH Section	April 2
22	Sreejith V K	Sr. Clerk, O&M Section	April 13
23	Roy S	Sr. Clerk, AAIL Section	March 30, 31, April 3
24	Sundaran K	Senior Supt., Accounts	March 30, 31, April 2, 4, 6

All officers in the IT Cell to attend the office on all working days till 14/04/2020.

If there is any inconvenience to the officers listed in the table, to attend the assigned duty on the respective days necessary arrangement should be made by the officers concerned.

All officers are requested to carry the office ID Card.

  
Senior Administrative Officer

To

All officers and sections of Directorate  
CA to DA, CA to SAO  
Stock File/ Spare