



Government of Kerala
Department of Electrical Inspectorate
Office of the Chief Electrical Inspector
Housing Board Buildings, Shanthi Nagar
Thiruvananthapuram 695 001
Phone: 0471 2331104, 0471 2331159
Email : cei@ceikerala.gov.in
ceikerala@gmail.com
Website: www.ceikerala.gov.in



An IS 15700 : 2005 Certified Department

PROCEEDINGS OF THE CHIEF ELECTRICAL INSPECTOR
Present : V.C.ANILKUMAR

Subject :- Creation of IT Division in departments Electrical Inspectorate -
Guidelines approved -orders issued - regarding.

Ref :- 1. Read G.O (Ms) No. 17/2018/ITD dated 03.08.2018
2. Submission from Manilal.S, Electrical Inspector dated 13.07.2021

Order No. E2 - 10053/2021/CEI dated : 26/10/2021

As per Government order read above, Government have issued orders for creation of IT(Information Technology) division in all Government departments. Hence an IT division of 36 members is in hereby created and order issued. The members of the IT division is as per the list below.

Sl No	Name	Designation	Office at present
1	Manilal.S (Nodal Officer)	Electrical Inspector	O/o CEI
2	Sibi.R	Deputy Electrical Inspector	O/o CEI
3	Rakesh.K.R	Assistant Electrical Inspector	O/o CEI
4	Sibin.H.S	Assistant Electrical Inspector	O/o CEI
5	Rahul.V.R	Clerk	O/o CEI
6	Nisha.G.R	Office Attendant	O/o CEI
7	Rammya.VS.Raj	Senior Clerk	O/o CEI
8	Cerose Sakil.K.S	Assistant Electrical Inspector	O/o DYCEI, TVPM
9	Ajay.S.Nair	Skilled Assistant	O/o DYCEI, TVPM
10	Vinayak.M.P	Assistant Electrical Inspector	O/o E.I, Kollam
11	Nidheesh.C	Senior Clerk	O/o E.I, Kollam
12	Jinu.M.George	Assistant Electrical Inspector	O/o E.I, Pathanamthitta
13	Arun Raj	Clerk	O/o E.I, Pathanamthitta
14	Sreedhin.S	Assistant Electrical Inspector	O/o E.I, Kottayam

15	Anilkumar.N	Senior Superintendent	O/o E.I, Kottayam
16	Rajesh George	Deputy Electrical Inspector	O/o E.I, Alappuzha
17	Mathew.T.Mathew	Assistant Electrical Inspector	O/o E.I, Alappuzha
18	Praveen Pratheep.P	Assistant Electrical Inspector	O/o E.I, Idukki
19	Gijo Yoyakey	Assistant Electrical Inspector	O/o E.I, Idukki
20	Sreenishbabu.N.S	Assistant Electrical Inspector	O/o DYCEI, Ernakulam
21	Manoj Krishna	Clerk	O/o DYCEI, Ernakulam
22	Asha Manju.K.M	Assistant Electrical Inspector	O/o E.I, Thrissur
23	Alwin Antony	Assistant Electrical Inspector	O/o E.I, Thrissur
24	Noufal.P	Assistant Electrical Inspector	O/o E.I, Palakkad
25	Avinash.N.P	Assistant Electrical Inspector	O/o E.I, Palakkad
26	Muhammed Jaleel.P	Assistant Electrical Inspector	O/o E.I, Malappuram
27	Jim Harley Jose	Assistant Electrical Inspector	O/o E.I, Malappuram
28	Dhanesh Krishnan.T.V	Assistant Electrical Inspector	O/o DYCEI, Kozhikode
29	Dinesh.K	Skilled Assistant	O/o DYCEI, Kozhikode
30	Sumesh.V	Electrical Inspector	O/o E.I, Wayanad
31	Ansa Honey Joseph	Clerk	O/o E.I, Wayanad
32	Santhosh.V	Assistant Electrical Inspector	O/o E.I, Kannur
33	Rajeshkumar.K.P	Assistant Electrical Inspector	O/o E.I, Kannur
34	Shahul Hameed.K.M	Assistant Electrical Inspector	O/o E.I Kasaragod
35	Anand.T.K	Assistant Electrical Inspector	O/o E.I Kasaragod
36	Maheshkumar.M	Assistant Electrical Inspector	MTSL, TVM

Duties and Responsibilities of IT Division.

1. Over all monitoring of the IT activities of the department/Office.
2. Conceptualize projects for implementation and undertake Government process Re-engineering.
3. Work in consultation with IT department/IT mission to address the difficulties with respect to define technical requirements, technical architectures and technical evaluation of proposal submitted by vendor.
4. Creating balanced and legally tenable bidding and contract documents.
5. Defining strategy and implementation model for change management.
6. Formulating and ensuring compliances with appropriate policies, guidelines and procedures on information security data backups etc issued from Government/competent authorities.

7. Conduct training, gap analysis, impact assessment studies etc.
8. Contribute effective implementation of e-Governance initiatives of Government.
9. Act as the Torch bearers of change management
10. Formation of IT road map and annual planning of the department.
11. Represent the department in Regional/State/National and International e-Governance forums/meetings etc.
12. Conduct periodic software/Hardware audits in the department
13. Plan and build a healthy IT infrastructure throughout the department with the help of National/State infrastructure facilities available.
14. Assist the Department in procuring IT assets.
15. Monitor the implementation of various e-Governance applications(mobile/web) in the department and submit periodical states report to the Head of Office.
16. Keep a record of the IT infrastructure(desktop, laptop, printers, scanners etc) and periodically reported to the Head of the office.
17. Laptop shall be issued through the person in charge of IT divisions he shall record the software and hardware details and get the received signature in the register. If a person is transferred or retired, NOC shall be given only after return of the laptop and its bag without any damage or malfunction.
18. Once the laptop is issued to an employee of the department, it will be his responsibility to keep the laptop against damage or theft, till the time of return of the laptop or other IT equipment.

(Sd/-)

Chief Electrical Inspector

The Officers Concerned.

Copy to:

1. Sri.Manilal.S., Electrical Inspector, O/o. Chief Electrical Inspector
2. Administrative Officer
3. Administrative Assistant, Establishment/Licensing Board
4. CA to the Chief Electrical Inspector
5. Stock file/Spare

Forwarded by Order



Senior Superintendent