

**MINUTES OF THE CONFERENCE OF DEPARTMENTAL
OFFICERS HELD AT 10.A.M ON 10.7.2018 AT DEVASWOM
BOARD OFFICE IN CONNECTION WITH THE
KARKKADAKAVAVU BALI 1193 ME**

Participants :

1. Sri.A.Padmakumar, Honb'le President, Travancore Devaswom Board.
2. Sri.K.P.Sankaradas, Honb'le Member, Travancore Devaswom Board.
3. Sri.N.Vasu, Devaswom Commissioner, Travancore Devaswom Board.
4. Smt. S.Jayasree, Secretary, Travancore Devaswom Board.
5. Sri.Bijoy.P, Chief Vigilance Officer, Travancore Devaswom Board.
6. Sri.V Sankaran Potti, Chief Engineer (General), Travancore Devaswom Board.
7. Sri.D.Sudheesh Kumar, Deputy Devaswom Commissioner, P&SGRC
8. Sri.G.L.Vinayakumar , Chief Engineer
9. Sri.K.S.Vinod, Deputy Devaswom Commissioner (Inspection), Devaswom Commissioner Office.
10. Sri.K.Suresh, Director, Cultural & Archaeological Department, Travancore Devaswom Board.
11. Sri.G.Santhosh, Devaswom Accounts Officer
12. Sri.R.G.Radhakrishnan, Deputy Devaswom Commissioner, Thiruvananthapuram
13. Sri.K.S.Baiju, Deputy Devaswom Commissioner, Pathanamthitta
14. Sri.N.P.Raghu, Deputy Devaswom Commissioner, Vaikkom
15. Sri. G.Krishnakumar, Executive Engineer, Kottayam
16. Sri.Suresh Kumar.S, Assistant Secretary, C Section
17. Smt.B.Deepa, Assistant Secretary, B Section
18. Smt.Jessy.G, Assistant Devaswom Commissioner, Thiruvananthapuram
19. Sri.Rajeev,G, Assistant Devaswom Commissioner, Kottarakkara

20. Sri.B Madhusoodanan Nair, Assistant Devaswom Commissioner, Neyyattinkara
21. Smt.S.Sasikala, Assistant Devaswom Commissioner, Varkala
22. Sri.V.S.Rajendraprasad, Assistant Devaswom Commissioner, North Paravoor
23. Sri.B.Sunil Kumar, Assistant Devaswom Commissioner , Kollam
24. Sri.Jayakumar.K, Assistant Devaswom Commissioner, Changanassery
25. Sri.P.S.Sreejaya, Assistant Devaswom Commissioner, Mavelikkara.
26. Smt.Hema.V.N, Assistant Devaswom Commissioner, Ulloor.
27. Sri.K.Ajayakumar, Junior Superintendent, (Assistant Devaswom Commissioner, (in additional charge) Trikkariyoor Group
28. Sri.Rajeevkumar.N, Assistant Devaswom Commissioner, Arnamula
29. Sri.C.P.Satheesh Kumar, Assistant Devaswom Commissioner, (in additional charge,) Punalur Group
30. Sri.S.Jyothikumar, Assistant Devaswom Commissioner Kottayam Group
31. Sri.R.Sangeeth, Assistant Engineer, Executive Engineer Office Thiruvananthapuram
32. Sri.Mahadevan , Assistant Engineer, Varkala
33. Sri.V.K.Shaji, Assistant Engineer, Aluva
34. Sri.V.S.Gopa Kumar, Assistant Engineer, Neyyattinkara
35. Sri.D.Madhu, Assistant Engineer, Ulloor
36. Sri.S.K.Gopakumar, Assistant Engineer, Thiruvananthapuram
37. Smt.Kaveri.S, Assistant Engineer, Kollam
38. Sri.T.R.Rajeev, Assistant Engineer, Electrical Thiruvananthapuram
39. Sri.Vijayan Asari, Assistant Engineer, Electrical
40. Sri.S.Pushpasanan, Assistant Engineer, Kottarakkara
41. Smt.C.Sunila, Administrative Officer, Thirumullavaram
42. Sri.G.Gopakumar, Administrative Officer, Thiruvallar Devaswom

43. Sri.D.Jayakumar, Administrative Officer, Aluva
44. Sri.R.Hari Kumar, Junior Superintendent, Ambalappuzha, Assistant Devaswom Commissioner Office.
45. Sri.Sunil, Public Relations Officer, Travancore Devaswom Board.
46. Sri.N.Neelakantan, SubGroup Officer, Chengalloor
47. Sri.Biju.V. Nath, SubGroup Officer, Pazhavadi, (Aruvikkara in charge)
48. Smt. Sheeja.L, Section Clerk, Board Office
49. Sri.P.Mohanan Nair, SubGroup Officer, Vellayani, Neyyattinkara Group
50. Sri.P.Ayyappan, SubGroup Officer, Sanghumugham Devaswom
51. Sri.K.Thulaseedharan Pillai, Sub Group Officer, Perumthara sub group, Varkala
52. Sri.V.Udaya Kumar, SubGroup Officer, Ottasekharamangalam
53. Sri.C.Rajan, SubGroup Officer, Avanipuram Devaswom, Varkala
54. Sri. P.Suresh Kumar, SubGroup Officer, Keezhattingal
55. Smt.Haripriya, SubGroup Officer, Thirunelloorsala, Neyyattinkara group
56. Sri.Anilkumar.T, SubGroup Officer, Rameswaram, Neyyattinkara group
57. Sri.Vishnu.M.R, SubGroup Officer, Velinelloor, Kottarakkara
58. Sri.Vishnu.S.Omanakkuttan, Sub-Group Officer, Thrikkodeswaram
59. Sri.C.S.Praveen Kumar, Sub-Group Officer, Aniyoor
60. Sri.S.Gopinathan Pillai, Sub-Group Officer, Kandiyoor
61. Sri.B.Vinod, , Sub-Group Officer, Bharadwajarisheeswaram
62. Sri.G.Krishnan, Sub-Group Officer, Parassuvakkal

THIRUVALLAM DEVASWOM

1. The Deputy Devaswom Commissioner, Thiruvananthapuram will be the Special Officer for overseeing all arrangements for the smooth conduct of Balikarma in Thiruvallam Devaswom and he shall be in overall charge for the conduct of festival.
2. The Chief Engineer will arrange to put up adequate temporary thatched sheds in the temple yard and premises for accommodating the devotees who gather in the temple for performing Vavubali and other necessary arrangements.
3. The Chief Engineer will make arrangements for providing separate entry and exit to control the crowd and provide temporary counter in front of the Gopuram.

The Special Officer will inspect the site and after consultation with Local Police Officials, inform the Chief Engineer further requirements, if any.

4. The Administrative officer was directed to issue tickets for Balikarma and Thilahomam for 01.08.2018 onwards. The tickets shall be issued from all important temples in Neyyattinkara, Thiruvanthapuram and Ulloor groups. The tickets shall also be issued from booksall at Puthenchantha and Devaswom Board Office compound as in previous year.
5. The Cultural Director will arrange printing of Special tickets as per requirements well in advance.
6. The Administrative officer was authorized to obtain permission from the owner of the private land adjacent to the temple property to put up temporary ticket counters and a pandal there.
7. Executive Engineer, Thiruvananthapuram & The Administrative officer were directed to provide sufficient number of water tank with adequate capacity for ensuring uninterrupted water supply.
8. The Devaswom Commissioner will request the other departments like Police, Water Authority, Kerala State Electricity Board, Kerala State Road Transport Corporation, Fire Force etc. to make adequate arrangements as in previous year.
9. The Devaswom Commissioner will address the Director of Health Service for deputing adequate Doctors and staff with required medicines on Vavubali day. The Board will provide accommodation facilities to the Health Service staff.
10. The Special Officer will arrange to hold a discussion with the Police authorities for the smooth conduct of Balikarma.
11. The Chief Engineer will arrange to put up barricades for controlling crowd and maintain queue for devotees at the required places in consultation with the Special Officer.
12. The Administrative officer was directed to provide food to the staff of devaswom and other departments deputed for special duty in connection with Karkkadaka Vavubali. An amount not exceeding Rs.45/- (forty five only) per person is sanctioned for meeting the expenses of food.
13. The Chief Engineer will arrange to depute personnel for maintenance of the Electrical Installations and Pipe lines.
14. Executive Engineer & Administrative officer will arrange to provide standby generator to meet the situation on account of power failure.
15. The Deputy Devaswom Commissioner, Thiruvananthapuram is authorized to depute staff and guards to Thiruvallam Devaswom for special duty as was done in the last year.
16. The Administrative officer will maintain the temple premises clean and tidy.
17. The Administrative officer will make necessary arrangements to engage daily wage workers for cleaning in connection with Karkkadaka Vavubali, not exceeding the number allowed last year.

18. The Special Officer will engage qualified Purohits for performing Balikarma as shown below :

- (i) Temple Premises - 15 Purohits
- 13 Saha purohits
- (ii) Kadavu - 12 Purohits
- 12 Saha purohits
- (iii) Lanka - 3 Purohits
- 2 Saha purohits

Purohits will be paid @ Rs.400/- (Four hundred only) per person and Saha Purohits @ Rs.200/- (Two hundred only) per person.

- 20. The Special Officer is authorized to ensure the quality of Vazhivadu Prasadam.
- 21. The Administrative officer will arrange a well equipped information system with adequate staff and Mike arrangements. The Public Relations Officer should be stationed there.
- 22. The Chief Engineer will arrange for the maintenance and repair of the bathrooms and toilets of devaswom and cleaning of septic tank well in advance.
- 23. The Special Officer will take up anyother matters for the smooth conduct of Vavubali in consultation with the other department authorities concerned.
- 24. A committee with Special Officer as Chairman, Executive Engineer, Thiruvananthapuram, Administrative officer Thiruvallam Devaswom and Assistant Engineer, Thiruvananthapuram as members, is constituted for the proper conduct of Vavubali.

II SANGHUMUGHAM DEVASWOM

- 1. The Assistant Devaswom Commissioner, Thiruvananthapuram will be Special Officer for overseeing all arrangements for conduct of Balikarma in Sanghumugham seashore.
- 2. A Three member committee with Special Officer as chairman, Assistant Engineer, Thiruvananthapuram & Sub Group officer Sanghumugham as members is constituted for the proper conduct of the Vavubali.
- 3. The Chief Engineer will arrange for providing temporary sheds with sufficient facility at seashore making use maximum space available for conduct of Balikarma on behalf of Travancore Devaswom Board.

4. The Special Officer will make arrangements for the functioning of an information Centre with mike arrangements in consultation with Public Relations Officer.
5. The Deputy Devaswom Commissioner will depute sufficient number of Special duty staff & guards for smooth conduct of Vavubali.
6. The Executive Engineer is directed to provide sufficient number of water tanks for ensuring uninterrupted water supply and providing carpet/mat in Balimandapom.
7. The Special Officer will engage 5 qualified Purohits 25 Assistants for perform Balikarma. The Purohits will be paid @ Rs.400/- (Four hundred) only per person and the Saha purohits @ Rs.200/-(Two hundred only)
8. The Special Officer will take up anyother matters for smooth conduct of Vavubali in consultation with the other department authorities concerned.
9. The Sub Group Officer is directed to provide food to the special duty staff of Devaswoms. An amount not exceeding Rs.45/- (Forty five only) per person is sanctioned for meeting the expenses of food.
10. The Sub Group Officer will issue license to all Purohits for the conduct of Balikarma at seashore as in Varkala giving vide publicity. Rs.100/- is fixed as registration fee for each purohit.

III

VARKALA DEVASWOM

1. The Deputy Devaswom Commissioner(Inspection)will be the Special Officer for overseeing all arrangements for the conduct of Balikarma at Varkala Devaswom and he shall be in overall charge for the conduct of festival. A committee with Special Officer as Chairman and Assistant Devaswom Commissioner (Varkala), Assistant Engineer (Varkala) and Administrative Officer (Varkala Devaswom) as members is constituted for the proper conduct of Vavubali.
2. The Administrative Officer will issue license to purohits for the conduct of Balikarma. The license fee is fixed as Rs.5,000/- (Rupees Five thousand only).
3. The Special Officer will control the Purohits on Vavubali day.
4. The Chief Engineer will arrange for providing temporary sheds and maintenance work in connection with the Karkkadaka Vavubali.
5. The Director Cultural & Archaeological Department will arrange for opening a Bookstall in connection with Karkkadaka Vavubali.
6. The Administrative Officer will make arrangements for the functioning of an Information Centre with mike arrangements in consultation with Public Relations Officer.

7. Deputy Devaswom Commissioner (Thiruvananthapuram) will depute Special Duty Staff and Guards not exceeding 90 nos. for the smooth conduct of Vavubali.
8. The Chief Engineer will arrange for the proper maintenance and repairs of the Balimandapam and premises .
9. The Administrative Officer will provide food for the staff of Devaswoms and other departments deputed for special duty in connection with Karkkadaka Vavu. For meeting the expenses of food an amount not exceeding Rs.45/- (Forty five only) per person is sanctioned. Since Devaswom sadyalayam is not in good condition permission is granted to hire one private sadyalayam near to Temple.
10. The Executive Engineer is directed to provide sufficient number of water tank for ensuring uninterrupted water supply and providing Carpet/Mat in Balimandapam.

IV THIRUMULLAVARAM DEVASWOM

1. The Deputy Devaswom Commissioner, High Court Audit will be Special Officer for overseeing all make arrangements for conduct of Balikarma in Thirumullavaram Devaswom and he shall be in over all charge for the conduct of the festival.
2. The Special Officer and the Assistant Devaswom Commissioner, Kollam were directed to make early arrangements for the smooth conduct of Vavubali. A four member committee with the Special Officer as Chairman, Assistant Devaswom Commissioner, Kollam, Assistant Engineer Kollam and Administrative Officer, Thirumullavaram Devaswom as members is constituted for the proper conduct of the Vavubali.
3. The Devaswom Commissioner is authorized to address other departments including Collector, District Medical Officer etc. to make adequate arrangements.
4. The license fee of Purohit deputed for Balikarma is fixed as Rs.2000/- (Two thousand only). Deputy Devaswom Commissioner, Thiruvananthapuram being directed submit detailed proposal for providing more facilities (shed) in Devaswom property for Balikarma if necessary.
5. The Deputy Devaswom Commissioner, Thiruvananthapuram being directed to depute staff not exceeding the number deputed in last year and 10 guards or Ex-serviceman for special duty in Thirumullavaram Devaswom.
6. The Chief Engineer will arrange to provide temporary sheds for the convenience of devotees. The Chief Engineer will also arrange to put up

temporary sheds one each at the seashore and the Devaswom Board School compound for the purpose of additional ticket counters.

7. The Administrative Officer will arrange to provide standby generator to meet the situation on account of power failure and make necessary arrangements for mike announcements.
8. For meeting the expenses of food for special duty staff of Devaswom and other departments an amount of Rs. 35,000/- (Thirty five thousand only) is sanctioned.
9. Remuneration to the Life Guards posted at Thirumullavaram as requested by Board will be paid by Devaswom Board.

V ALUVA DEVASWOM

1. The Deputy Devaswom Commissioner, (Vaikom) will be the Special Officer for overseeing all arrangements for the conduct of Balikarma at Aluva Mahadevar Temple and he will be in overall charge for the proper conduct of festival.
2. The Chief Engineer (General) will arrange for the maintenance work and to provide 'pandals' as in last year.
3. The Deputy Devaswom Commissioner, Vaikom and the Assistant Devaswom Commissioner Parur will make early arrangements for the smooth conduct of Vavubali at Aluva Temple.
4. The Deputy Devaswom Commissioner, Vaikom is authorized to depute Establishment staff, 4 Guards, 25 Temple Employees for special duty.
5. A Co-Ordination Committee with Special Officer as Chairman & Assistant Devaswom Commissioner Parur, Vigilance Officer, Vaikom, The Administrative Officer, Aluva Devaswom and Assistant Engineer, Aluva as members is constituted for the proper conduct of Vavubali.
6. Assistant Devaswom Commissioner Parur and Administrative Officer Aluva were entrusted to obtain offers for the right to conduct 'ബലിത്തറ കൾ' as in the case of Pampa. The purohiths shall not receive above Rs.50/- as 'ദക്ഷിണം' from devotees.
7. The Administrative Officer Aluva Devaswom will open sufficient ticket counters in consultation with the Special officer. He will depute five (5) persons for cleaning purpose on daily wages basis @ Rs. 450/- (Four hundred and fifty only) per head.
8. The Chief Engineer (General) will arrange to provide lights as in previous year.
9. The Administrative Officer Aluva Devaswom will provide food for Special Duty Staff limiting the number as 200. The amount not exceeding Rs.45/- (Forty five only) per person is sanctioned for meeting the expenses of food.

10. The Devaswom Commissioner will take urgent steps for getting the services of Fire Force and Navy Officers in Aluva Devaswom on Vavubali day.
11. The Assistant Engineer, Aluva will take steps for cleaning the ground where Balikarma is conducted, if necessary.
12. The Chief Engineer (General) is authorized to prepare proposal with sketch showing the land available in Aluva Devaswom to be plotted and numbered for the purpose of putting temporary shops in connection with the Karkkadaka Vavubali and fix the rent for each plot on priority.
13. The Administrative Officer Aluva is directed to realize the rent of each Plot of the above land through DF Form No.1 receipt. Advertisement Boards shall not be allowed anywhere in the temple premises.
14. The procedure of auction at Aluva manapuram will be as same as in Sivarathri festival.

In other Devaswoms where Karkkadaka Vavubali perform regularly, Assistant Devaswom Commissioners concerned will oversee all arrangements for the conduct of Balikarma. Considering the huge rush of devotees in Thrikkulangara Devaswom, Neyyattinkara Group to perform Balikarma and Chief Engineer is authorized to provide a pandal with minimum specification and light facility for the purpose.

The Administrative Officer Sreekanteswaram Devaswom will be Special Officer for Thiruvikramangalam Devaswom Thiruvananthapuram group for overseeing all arrangements for the conduct of festival.

As in the case of Thiruvallom Devaswom, Commissioner Thiruvabharanam is directed to make necessary arrangements for the supply of sufficient number of 'Kindies' in Sanghumugham Devaswom Thiruvananthapuram Group if necessary.

The Assistant Devaswom Commissioner is directed to make necessary arrangement for constructing 2 permanent sheds and 4 temporary sheds, supplying 800 kindies and also the payment 'parikarmi' at Velinelloor Devaswom, Kottarakkara group.

The Assistant Devaswom Commissioner is directed to make necessary arrangements for conducting vavubali at sathrakkadavu in Aranmula devaswom.

GENERAL INSTRUCTIONS

The Devaswom Commissioner will ensure that only special ticket is used for Vavubali in all temple under the Board

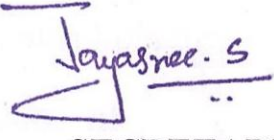
All officers concerned should be present in the concerned places during the Karkkadaka Vavubali days.

The Special Officers concerned are directed to conduct a meeting prior to Vavubali.

The Public Relations Officer is directed to issue a press release regarding the arrangements in various devaswoms prior to the Vavubali.

All Assistant Devaswom Commissioner are directed to make necessary arrangements for balitharppanam in various devaswoms.

The conference ended at 12 Noon.


SECRETARY

Copy to :-

1. All the Heads of departments
2. All the Deputy Devaswom Commissioners
3. All the Executive Engineers
4. All the Assistant Devaswom Commissioners
5. All the Assistant Devaswom Accounts Officers
6. All the Assistant Audit Officers
7. Participants
8. Section File
9. E.D.P. Section



