

**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER**  
**DIRECTORATE OF INDUSTRIES AND COMMERCE, THIRUVANANTHAPURAM**  
(Present : K. B. Premachandran)

No.EC1/04/2012

Dated:11.11.2013

Sub: - Industries-Establishment-Transfer, Promotion and postings of Head Clerks/Chief Accountants - Orders issued- reg.

Ref: - 1) This office proceedings No. EC1/03/2012, dated. 11.11.2013.

2) Letter No. C/2754/13, Dated: 07.11.2013 from General Manager, District Industries Centre, Wayanad.

The following transfer and posting of Head Clerks/ Chief Accountants are ordered with immediate effect for administrative convenience / on request.

Sl. No	Name and official address	Office to which posted
1	Smt. S. Sindhu, Head Clerk/Chief Accountant, District Industries Centre, Kottayam. (On request)	Head Clerk/Chief Accountant, District Industries Centre, Thiruvananthapuram vice Sri. M. Santhosh Kumar, Head Clerk promoted.
2	Sri. Vinod. S. Benzer, Head Clerk/ Chief Accountant, District Industries Centre, Palakkad.	Head Clerk/ Chief Accountant, District Industries Centre, Kottayam vice Smt. S. Sindhu, Head Clerk transferred.

The following Senior Clerk is provisionally promoted as Head Clerk /Chief Accountant in the scale of Pay Rs.14620-25280/- and posted as such in the office noted against his name .

Sl. No	Name and address	Office to which posted
1	Sri. P. B. Sathyajith, Senior Clerk, Directorate of Industries & Commerce, Thiruvananthapuram.	Head Clerk/ Chief Accountant, District Industries Centre, Wayanad in the existing vacancy.

The promoted employee shall exercise option for fixation of pay under Rule 28A, Part I, Kerala Service Rules within one month from the date of taking over charge in the promoted post.

The relinquishment, if any, may be forwarded to this office within 7 days from the date of receipt of this order.

The Controlling Officer is directed to obtain the statement of relinquishment in Kerala Industries Subordinate Service and necessary entries in this regard will be made in the Service Book of the incumbent.

The Controlling Officers will relieve the incumbents and report the date of relieving / joining duty of the incumbents promptly.

**Sd/-**

**Senior Administrative Officer**

**To**

All Incumbents (Through Controlling Officers)

**Copy to:-**

1. The Director of Coir Development, Thiruvananthapuram.
2. The Director of Handloom & Textiles, Thiruvananthapuram.
3. All General Managers, District Industries Centers
4. All Project Officers (Coir)
5. CA to DI&C/ADI&C (G)/ ADIC (T)/SAO/ JD (P&M)/ JD (FC)/ AA.
6. EA1/EE Sections
7. Stock file/Spare.

**Forwarded/By Order**

*Prasanna*

**Senior Superintendent**