

**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER, DIRECTORATE OF
INDUSTRIES AND COMMERCE, THIRUVANANTHAPURAM**
(Present: Meharniza)

No.EC1/04/2014

Dated: 26. 02. 2014

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

Ref:- 1. This office Proceedings No.EC1/ 03/2014.Dated: 18.02.2014.

ORDER

The following transfer and posting of Head Clerk/ Chief Accountant is ordered with immediate effect for administrative convenience / on request.

Sl. No	Name and official address	Office to which posted
1	Smt. Suni George, Head Clerk/Chief Accountant , District Industries Centre, Malappuram (On request)	Head Clerk/Chief Accountant, District Industries Centre, Kollam vice Sri. Ubald Selestin, Head Clerk promoted.

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 her name.

Sl. No.	Name and address	Name of Office to which posted
1	Smt. Ramlath, Senior Clerk District Industries Centre, Thrissur.	Head Clerk/ Chief Accountant, District Industries Centre, Malappuram vice Smt. Suni George, Head Clerk transferred.

Relinquishment, if any will be intimated to this office within 7 days on receipt of this order through the controlling officer

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 promotion order or date of taking over charge of the promoted post.

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

The Controlling Officer will relieve the incumbent and report the date of relieving/ joining duty of the incumbent promptly.

Sd/-
Senior Administrative Officer

To

The Incumbents (Through Controlling Officers)

Copy to:-

1. The Director of Coir Development, Thiruvananthapuram.
2. The Director of Handlooms and Textiles, Thiruvananthapuram.
3. All General Managers, District Industries Centers
4. All Project Officers/ ADIOs
5. CA to DI&C/ADI&C(G)/ ADI&C(T)//SAO/JD(P&M)/JD(FC)/AA
7. EA1/EC2/Accounts/EE3 sections.
8. Stock file/Spare.

Forwarded / By Order


Senior Superintendent

