

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

No.EC1/04/2012

Dated, 11. 01. 2013

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

Ref:- This office Proceedings No.EC1/ 03/2012.Dated: 29.12.2012

**ORDER**

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

Sl. No	Name and official address	Office to which posted
1	Sri B. Vikraman, Head Clerk/Chief Accountant ,Project Office(Coir), Kozhikode (On request)	Head Clerk/Chief Accountant, District Industries Centre, Kollam Vice Sri. K. Sasidharan, Head Clerk retired.
2	Smt. A. M. Rajeena, Head Clerk/Chief Accountant ,Project Office(Coir), North Parur (On request)	Head Clerk/Chief Accountant, District Industries Centre, Alappuzha Vice Sri. K. R. Anilkumar, Head Clerk, promoted.
3	Smt. Beena.P.Nair, Head Clerk/Chief Accountant, Project Office (Coir), Thrissur.	Head Clerk/Chief Accountant, District Industries Centre, Thrissur Vice Sri. B. Raveendran, Head Clerk promoted.
4	Sri.M. Santhosh Kumar, Head Clerk/Chief Accountant, Project Office(Coir), Ponnani (On request)	Head Clerk/Chief Accountant, Project Office (Coir), Thrissur Vice Smt.Beena. P. Nair, Head Clerk transferred.
5	Smt.S. Serinban, Head Clerk/Chief Accountant, District Industries Centre, Kozhikode.	Head Clerk/Chief Accountant, District Industries Centre, Malappuram Vice Sri. A. P. Abdul Samad retired.

The following Upper Division Clerks are provisionally promoted as Head Clerks/Chief Accountant in the scale of Pay Rs.14620-25280 and posted as such in the offices noted against their names.

<b>Sl. No</b>	<b>Name and address</b>	<b>Name of Office to which posted</b>
1	Sri. Ubald Selestin, Upper Division Clerk. District Industries Centre, Kollam.	Head Clerk/ Chief Accountant, District Industries Centre, Kollam Vice Sri.P. Ashok Kumar, Head Clerk promoted.
2	Smt.K. N. Sreelekha, Upper Division Clerk. Directorate of Industries & Commerce, Thiruvananthapuram.	Head Clerk/ Chief Accountant, Project Office (Coir), Kozhikode vice Sri. B. Vikraman, Head Clerk transferred.
3	Smt. K. C. Padmini Ammal, Upper Division Clerk, Taluk Industries Office, Vaikom, District Industries Centre, Kottayam.	Head Clerk/ Chief Accountant, Project Office (Coir), North-Parur vice Smt. A. M. Rajeena, Head Clerk transferred.
4	Sri. M. N. Rajeswaran Nair, Upper Division Clerk, Taluk Industries Office, Meenachil, District Industries Centre, Kottayam.	Head Clerk/ Chief Accountant, Project Office(Coир), Ponnani Vice Sri. M. Santhosh Kumar, Head Clerk transferred.
5	Sri. K. Jagadappan, Upper Division Clerk, District Industries Centre, Alappuzha.	Head Clerk/ Chief Accountant, District Industries Centre, Malappuram Vice Smt. P. Mymoonath, Head Clerk promoted.
6	Sri. P. S. Kumar, Upper Division Clerk. ( on deputation as PA to MLA )	Head Clerk/ Chief Accountant, District Industries Centre, Kozhikode Vice Smt. S. Serinban transferred and allowed to continue as PA to MLA.
7	Smt. V. R. Jyothi, Upper Division Clerk, Project Office (Coir), Kollam.	Head Clerk/ Chief Accountant, District Industries Centre, Kozhikode Vice Sri. P. S. Kumar on deputation.

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

The promoted employees 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 Officers are directed to obtain the statement of relinquishment in Industrial Subordinate Service and necessary entries in this regard will be made in the Service Book of the incumbents.

The Controlling Officers will relieve the incumbents with immediate effect and report the date of relief/joining duty of the incumbents promptly.

**Sd/-  
Senior Administrative Officer**

**To**

All Incumbents (Through Controlling Officers)

**Copy to:-**

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

Forwarded by order

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Junior Superintendent