

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

No.EC1/04/2014

Dated: 16.09.2015

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

Ref:- 1) This office Proceedings No.EC1/ 03/2014.Dated: 05.08.2015 &
01.09.2015.

ORDER

The following transfer and postings 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.	Sri. Muhammed Abdul Rafeeq Khan, Head Clerk/Chief Accountant , District Industries Centre, Palakkad. (On request)	Head Clerk/Chief Accountant, District Industries Centre, Alappuzha vice Smt. Minimol. K, Head Clerk/Chief Accountant promoted.

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

Sl. No.	Name and address	Name of Office to which posted
1.	Sri. Arun. P, Senior Clerk, Project Office (Coir), Chirayinkeezhu	Head Clerk/ Chief Accountant, District Industries Centre, Palakkad vice Sri. Sri. Muhammed Abdul Rafeeq Khan, Head Clerk/ Chief Accountant transferred.

2.	Sri. A. Anil Kumar, Senior Clerk, Directorate of Handlooms & Textiles, Thiruvananthapuram.	Head Clerk/ Chief Accountant, Project Office (Coir), Kayamkulam in the existing vacancy.
3.	Sri. Prasad. P. Nair, Senior Clerk, Directorate of Industries & Commerce, Thiruvananthapuram.	Head Clerk/ Chief Accountant, District Industries Centre, Kannur in the existing vacancy.
4.	Smt. Latha Manjusha. I, Senior Clerk, Directorate of Industries & Commerce Thiruvananthapuram.	Head Clerk/Chief Accountant, District Industries Centre, Thrissur in the existing vacancy.

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 which ever is later.

The Controlling Officers are 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 incumbents.

The Controlling Officers will relieve the incumbents with immediate effect 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 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/SFO/JD(ID)/JD(TC)/AA
6. EA1/EC2/Accounts/EE3 sections.
7. Stock file/Spare.

Forwarded /By Order

Beena. P. Nair
Junior Superintendent