

**PROCEEDINGS OF SENIOR ADMINISTRATIVE OFFICER, DIRECTORATE OF  
INDUSTRIES & COMMERCE, THIRUVANANTHAPURAM  
(Present : K. Venu)**

EA1/9194/2016

Directorate of Industries & Commerce  
Thiruvananthapuram, Dated: 04.07.2016

Sub: Transfer and postings of Clerks/ Senior Clerks-reg:-

Ref: This office proceedings of even no. dated 30.06.2016.

As per the proceedings read above, transfer of Clerks/Senior Clerks was ordered for administrative convenience/on request. But it is noticed that the functioning of some offices may be affected due to the shortage of Clerks/Senior Clerks. It is essential to reinstate the service of Clerks/Senior Clerks in the offices noted against their name for the smooth functioning of that office. In addition to that according to the sanctioned strength 2 clerks are to be transferred from District Industries Centre, Alappuzha to Project Office (Coir), Alappuzha for the smooth functioning and to maintain the strength in Project Office (Coir), Alappuzha. Hence the order.

**ORDER**

Sl. No	Name, Designation and office in which working	Office to which transferred
1.	<b>Smt. Saritha.P.J.</b> Senior Clerk Project Office (Coir), Kayamkulam. (under orders of transfer)	To be retained in the Taluk Industries Office, Kottayam until further orders.
2.	<b>Sri.Renjith. R.</b> Clerk Project Office (Coir), Kayamkulam. (under orders of transfer)	Project Office (Coir), Kayamkulam vice Sri.Vinod.B., Senior Clerk transferred.
3.	<b>Sri.Suresh. K.</b> Clerk-Typist District Industries Centre, Alappuzha. (under orders of transfer)	To be retained in the Project Office (Coir), Kayamkulam until further orders.
4.	<b>Sri.MohammedKunju.C.</b> Clerk District Industries Centre, Alappuzha (under orders of transfer)	Project Office (Coir), Alappuzha in the JDC training vacancy.
5.	<b>Smt. Sindhu.P.V.</b> Clerk District Industries Centre, Alappuzha.	Project Office (Coir), Alappuzha in the existing vacancy.

6.	<b>Sri. Vinod.B.</b> Senior Clerk Project Office (Coir), Kayamkulam	District Industries Centre, Alappuzha vice Sri.Renjith.R., Clerk transferred.
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The above said proceedings is modified to this extent.

The Controlling Officers concerned will relieve the above incumbents with immediate effect and furnish relief/joining report of the incumbents to the Directorate of Industries & Commerce promptly.

**Sd/-**

Senior Administrative Officer

To

The Incumbents Concerned (Through Controlling Officers)

Copy to:

1. The General Managers concerned.
2. Senior Administrative Officer.
3. The Project Officers (Coir) concerned.
4. Administrative Assistant, DI&C, Thiruvananthapuram.
5. EE Section / EC Section/Accounts Section.
6. Stock file/Spare.

Forwarded/By Order

  
Senior Superintendent