

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

No. EC1/1/2016/

Dated:27.06.2016

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

Read: - This office proceedings No. EC1/1/2016, dated.

**ORDER**

The following transfer and postings of Head Clerks/ Chief Accountant & promotion of Senior Clerks as Head Clerk / Chief Accountant are ordered with immediate effect for administrative convenience/ on request.

Sl. No	Name, Designation and office in which working	Office to which transferred
1.	<b>Smt. Santhi. A.K</b> Chief Accountant / Head Clerk Project Office (Coir), Thrissur (On request)	Chief Accountant / Head Clerk District Industries Centre, Thiruvananthapuram vice Smt. Sunila. A. promoted
2.	<b>Sri. Jijith Chandran</b> Chief Accountant / Head Clerk District Industries Centre, Palakkad (On request)	Chief Accountant / Head Clerk District Industries Centre, Kottayam in the existing vacancy.
3.	<b>Sri.K.B.Madhusoodhanan</b> Chief Accountant / Head Clerk Project Office (Coir), Kayamkulam	Chief Accountant / Head Clerk District Industries Centre, Palakkad vice Sri.Jijith Chandran Head Clerk transferred
4.	<b>Sri.Venubhadran. R.S.</b> Chief Accountant / Head Clerk (under orders of promotion) District Industries Centre, Thrissur (On request)	Chief Accountant / Head Clerk Directorate of Industries & Commerce, Thiruvananthapuram vice Sri.Padmakumar.S transferred
5.	<b>Sri.Padmakumar.S.</b> Chief Accountant / Head Clerk Directorate of Industries & Commerce, Thiruvananthapuram	Chief Accountant / Head Clerk Project Office (Coir), Kayamkulam vice Sri.K.B.Madhusoodhanan transferred.
6.	<b>Smt.Latha Manjusha.I</b> Chief Accountant / Head Clerk District Industries Centre, Alappuzha(On request)	Chief Accountant / Head Clerk District Industries Centre, Thiruvananthapuram vice Sri.Sathyajith.P.B promoted.
7.	<b>Smt.Maya Ramachandran</b> Chief Accountant / Head Clerk District Industries Centre, Palakkad(On request)	Chief Accountant / Head Clerk Project Office(Coir), Vaikom vice Smt.Biji.S promoted.

8.	<b>Sri. Prasad.P.Nair</b> Chief Accountant / Head Clerk District Industries Centre, Kannur (Now working in the Directorate of Industries & Commerce on 'Need Basis' at DPC/ Seniority / Case cell)	Chief Accountant / Head Clerk District Industries Centre, Alappuzha vice Smt.Latha Manjusha transferred.He is allowed to continue in the Directorate of Industries & Commerce 'on Need Basis' at DPC/ Seniority Case cell
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The General Manager, Kannur is directed to transfer the Last pay certificate, Service Book etc. of Sri. Prasad. P. Nair to the office in which the official transferred. The General Manager, District Industries Centre, Alappuzha is directed to draw & disburse the salary of the incumbent on the basis of Last pay certificate issued by the Drawing & Disbursing officer, District Industries Centre, Kannur.

Sri. S. Padmakumar, Head Clerk (Under orders of transfer) will be relieved from the duties only after imparting training for a period of 3 days on 'duties & responsibilities of D.M.U -SPARK' to Sri. R. S. Venubhadran, Senior Clerk (Under orders of promotion as Head Clerk / Chief Accountant) & Sri. P.B. Sathyajith, Junior Superintendent.

The following Senior Clerks are provisionally promoted as Head Clerk/ Chief Accountant in the scale of pay of Rs.27800-59400 and posted in the offices noted against each:

Sl. No	Name and office address	Office to which posted
1.	<b>Sri.Ibrahim.T.P</b> Senior Clerk, Project Office (Coir), North Parur	Chief Accountant / Head Clerk Project Office(Coир), North Parur in the existing vacancy
2.	<b>Sri.Reuban Jacob</b> Senior Clerk, Taluk Industries Office, Chirayinkeezhu.	Chief Accountant / Head Clerk District Industries Centre, Kannur vice Sri.Prasad.P.Nair transferred
3.	<b>Sri.E.K.Kannan</b> Senior Clerk, Project Office(Coир), Thrissur	Head Clerk/ Chief Accountant, Project Office(Coир), Thrissur vice Smt.A.K.Santhi transferred
4.	<b>Smt. A.N.Sindhu</b> Senior Clerk, Directorate of Industries & Commerce, Thiruvananthapuram	Head Clerk/ Chief Accountant, District Industries Centre, Malappuram in the existing vacancy.
5.	<b>Smt.V.Prabha</b> Senior Clerk, Project Office(Coир), Alappuzha	Head Clerk/ Chief Accountant, District Industries Centre, Palakkad, vice Smt.Maya Ramachandran transferred

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

The fixation of the promoted employees should be fixed by the controlling officer as per G.O.(P) NO. 7/2016/Fin dated 20.01.2016 (Without option).

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

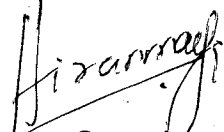
Sd/-  
Senior Administrative Officer

To  
The incumbents concerned (Through Controlling Officers)

Copy to :

1. The Controlling Officers concerned.
2. The Accountant General, Kerala, Thiruvananthapuram.
3. CA to DI&C, ADI&C (G)/ADI&C (T)/SAO/AA.
4. Accounts Section/EC 2 Section/EE Section.
5. Stock File/Spare.

Forwarded/By Order

  
Junior Superintendent