

**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER,
DIRECTORATE OF INDUSTRIES AND COMMERCE, THIRUVANANTHAPURAM
(Present : Leena. M.D.)**

No.DIC/12664/2018-EC1

Dated 19/01/2021

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

Ref : - This office proceedings No.DIC/12161/2018-EC1 dated
06/01/2021.

ORDER

The following transfer and posting of Head Clerks/Chief Accountants is ordered with immediate effect as detailed below.

Sl.No	Name and address	Office to which posted
1.	SMT. SREEDEVI. T.B. Head Clerk/Chief Accountant, Project Office (Coir), Vaikom. (On Request)	District Industries Centre, Kottayam vice Smt.Geetha.C.B, Head Clerk promoted.
2.	SMT. RAJITHA. C. KUNJU Head Clerk/Chief Accountant, District Industries Centre, Thrissur. (On Request)	District Industries Centre, Eranakulam vice Smt.Jeni Faizala, Head Clerk/Chief Accountant transferred.
3.	SRI. SHIJU. S.N. Head Clerk/Chief Accountant, District Industries Centre, Thiruvananthapuram. (On Request)	Directorate of Industries & Commerce, Thiruvananthapuram vice Sri.Ratheeshmon. C, Head Clerk promoted.
4.	SRI. PRAKASH. S. Head Clerk/Chief Accountant, District Industries Centre, Thrissur. (On Request)	District Industries Centre, Thiruvananthapuram vice Sri.Shiju.S.N, Head Clerk transferred.
5.	SRI. SAJAN. P.C. Head Clerk/Chief Accountant, District Industries Centre, Malappuram. (On Request)	Project Office (Coir), Kayamkulam vice Sri.Sudheer.K.P, Head Clerk promoted.
6.	SMT. JENI FAIZALA. K. Head Clerk/Chief Accountant, District Industries Centre, Eranakulam. (On Request)	District Industries Centre, Malappuram vice Sri.Sajan.P.C, Head Clerk transferred.
7.	SMT. RADHIKA. L. Head Clerk/Chief Accountant, Project Office (Coir), Thrissur. (On Request)	Project Office (Coir), Vaikom vice Smt.Sreedevi.T.B, Head Clerk transferred.

The following Senior Clerks are promoted as Head Clerk/Chief Accountant in the scale of Pay Rs. 27800 -59400 and posted as such in the offices noted against their names.

Sl. No.	Name and address	Office to which posted
1.	SRI. SREEJITH. V.S. Senior Clerk, District Industries Centre, Wayanad.	Head Clerk/Chief Accountant District Industries Centre, Thrissur vice Sri.Prakash.S, Head Clerk/Chief Accountant transferred.
2.	SMT. SUMA ALAKKANDY Senior Clerk, Project Office (Coir), Kannur.	Head Clerk/Chief Accountant District Industries Centre, Thrissur vice Smt.Rajitha.C.Kunju, Head Clerk/Chief Accountant transferred.
3.	SMT. REJITHA. U.K. Senior Clerk, Project Office (Coir), Kozhikkode.	Head Clerk/Chief Accountant Project Office (Coir), Thrissur vice Smt.Radhika.L, Head Clerk/Chief Accountant transferred.
4.	SMT. SANGEETHA. K. Senior Clerk, Directorate of Industries & Commerce, Thiruvananthapuram.	Head Clerk/Chief Accountant District Industries Centre, Kottayam vice Sri.M.P.Anil Kumar, Head Clerk promoted.
5.	SMT. SREEDEVI. L. Senior Clerk, Directorate of Industries & Commerce, Thiruvananthapuram. (on Maternity Leave)	Head Clerk/Chief Accountant District Industries Centre, Eranakulam in the existing vacancy.

Relinquishment, if any should 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 done by the controlling officer as per G.O (P) NO. 7/2016/Fin dated 20.01.2016 (Pay revision order- 2016)

This order will be published in the official website (www.industry.kerala.gov.in) of Industries Directorate. No separate copy of this order will be forwarded to incumbents concerned or the Controlling officers. The same should be downloaded from the official website.

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

LEENA.M.D
SENIOR ADMINISTRATIVE
OFFICER

To
The Incumbents (Through Controlling Officers)

Copy to:-

- 1.The Director of Coir Development, Thiruvananthapuram.
- 2.All General Managers/Sub Officers concerned.
3. Project Officer, Project Office (Coir), Kollam/Thrissur/Kannur.
- 4.CA to DI&C/ADI&C(T)/ADI&C(G)/SAO.
- 5.EE Section/IT Section of this office.
- 6.Stock file/Spare.

Forwarded /By order

Junior Superintendent