

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

No. DIC/401/2021-EA 1

Dated:28/07/2021

Sub:-Industries – Establishment – Transfer of Clerks/Senior Clerks &Promotion and Postings of Clerks/Clerk-Typists to the post of Senior Clerks- Orders issued.

- Read: - 1.This office proceedings No.DIC/12083/2018-EC1 dated:27.07.2021  
2.This office proceedings No.DIC/1520/2021-EC1 dated:12.07.2021, 14.07.2021  
3.This office proceedings No.DIC/14071/2018-EA1 dated:29.06.2021  
4. This office proceedings No.DIC/2657/2019-EA1 dated:23.07.2021  
5.Submission from incumbents.

**ORDER**

The following transfer and posting of Clerks/Senior Clerks are ordered with immediate effect on their requests.

Sl. No.	Name, Designation and Present Office	Name of Office to which transferred
1.	<b>SMT. AMBILY.M.C.</b> Clerk Directorate of Handloom & Textiles, Thiruvananthapuram. <b>(On Request)</b>	Taluk Industries Office, Ponnani, District Industries Centre , Malappuram vice Smt.Deepa.N.V, Senior Clerk promoted.
2.	<b>SMT.HARITHA.K.JOSHY</b> Clerk Directorate of Industries & Commerce Thiruvananthapuram <b>(On Request)</b>	District Industries Centre, Idukki vice Sri.Jojimon.P.C, Senior Clerk promoted.
3.	<b>SMT.RUKSANA MOIDEEN</b> Senior Clerk Taluk Industries Office, Kunnathunad <b>(On Request)</b>	Taluk Industries Office, Devikulam, District Industries Centre, Idukki vice Sri.Jayesh.T.S, Senior Clerk promoted.

4.	<b>SRI.NOBLE JOY.</b> Clerk District Industries Centre, Ernakulam. <b>(Under orders of posting on Leave Vacancy )</b>	Taluk Industries Office, Kunnathunad, District Industries Centre, Ernakulam vice Smt.Ruksana Moideen, Senior Clerk transferred.
5.	<b>SMT. LEKHA.G.NAIR</b> Clerk Directorate of Industries & Commerce Thiruvananthapuram. <b>(On Request)</b>	Project Office [Coir], Kayamkulam vice Sri.Anumod.R., Senior Clerk promoted.
6.	<b>SMT. RESHMI.V</b> Clerk Directorate of Industries & Commerce Thiruvananthapuram. <b>(On Request)</b>	District Industries Centre, Kottayam in the existing vacancy.
7.	<b>SMT.SREEJA.S.R.</b> Clerk District Industries Centre, Thiruvananthapuram <b>(On Request)</b>	Coir Inspector Office , Kadakkavoor Project Office [Coir], Chirayinkeezhu vice Sri.M.S.Kumar, Senior Clerk promoted.
8.	<b>SRI.AMJATHKHAN.K</b> Senior Clerk Directorate of Industries & Commerce Thiruvananthapuram <b>(On Request)</b>	Taluk Industries Office, Alathur, District Industries Centre ,Palakkad , vice Smt.Faseela.S.S, Senior Clerk transferred to JDC vacancy.

The following Clerks/Clerk-Typists are promoted to the post of Senior Clerks and posted in the offices noted against each in the scale of pay of Rs35600-75400 /- and posted as such in the offices, noted against their names

Sl. No.	Seniority no.	Name and official address	Designation & Office to which posted
1.	05/95	<b>SMT.RAJASREE.A.G</b> Clerk - Typist, District Industries Cente, Thrissur. <b>(Promotion on attaining the age of 50 years)</b>	<b>Senior Clerk</b> Taluk Industries Office, Thrissur.
2.	07/95	<b>SMT.SYAMALA.T</b> Clerk - Typist,	<b>Senior Clerk</b> Directorate of Industries &

		Taluk Industries Office, Thiruvalla <b>(Promotion on attaining the age of 50 years)</b>	Commerce, Thiruvananthapuram
3.	12/97	<b>SRI. JJO.A.V</b> Clerk Coir Inspector Office, Thrissur, Project Office [coir], Thrissur <b>(Promotion on attaining the age of 50 years)</b>	<b>Senior Clerk</b> Coir Inspector Office, Thrissur, Project Office [coir], Thrissur

4.	13/98	<b>SMT.GEETHA.K</b> Clerk District Industries Centre, Kannur. <b>(Promotion on attaining the age of 50 years)</b>	<b>Senior Clerk</b> District Industries Centre,Kannur.
5.	14/98	<b>SRI.PRAKASHAN.P.K</b> Clerk District Industries Centre, Kannur. <b>(Promotion on attaining the age of 50 years)</b>	<b>Senior Clerk</b> District Industries Centre, Kannur.
6.	70/12	<b>SRI.SIVAPRASAD.P</b> Clerk Directorate of Industries & Commerce Thiruvananthapuram.	<b>Senior Clerk</b> Directorate of Industries & Commerce,Thiruvananthapuram.
7.	75/12	<b>SRI.MANIKANDARAJAN</b> Clerk Taluk Industries Office, Ottappalam <b>(Promotion on attaining the age of 50 years)</b>	<b>Senior Clerk</b> Taluk Industries Office, Ottappalam, District Industries Centre, Palakkad.
8.	200/14	<b>SRI. MANOJ KUMAR. T.P.</b> Clerk - Typist, Project Office (Coir), Kozhikode. <b>(Promotion on attaining the age of 50 years)</b>	<b>Senior Clerk</b> Directorate of Coir Development, Thiruvananthapuram.
9.	28 01.01.2014 to 31.12.2014	<b>SMT.BINDU.V</b> Clerk - Typist, District Industries Centre,	<b>Senior Clerk</b> Directorate of Industries & Commerce,Thiruvananthapuram

		Kannur (Under orders of JDC Training )	
10	29 01.01.2014 to 31.12.2014	<b>SRI. GOPAKUMAR. R.S.</b> Clerk - Typist, Project Office [Coir], Kayamkulam (Promotion Under Rule 13 A )	<b>Senior Clerk</b> Directorate of Industries and Commerce, Thiruvananthapuram vice Sri.Biju.P., Senior Clerk promoted
11	30 01.01.2014 to 31.12.2014	<b>SRI. VARGHESE.B</b> Clerk - Typist, Project Office [coir], Ponnani	<b>Senior Clerk</b> District Industries Centre, Alappuzha vice Smt.Gracy.A.A, Senior Clerk promoted.
12	31 01.01.2014 to 31.12.2014	<b>SRI.KADAR MOIDEEN.A</b> Clerk - Typist, Taluk Industries Office, Palakkad (Under orders of JDC Training )	<b>Senior Clerk</b> Directorate of Industries and Commerce, Thiruvananthapuram
13	32 01.01.2014 to 31.12.2014	<b>SMT.M.K.SAJITHA</b> Clerk, District Industries Centre, Ernakulam (Promotion on attaining the age of 50 years)	<b>Senior Clerk</b> District Industries Centre, Ernakulam
14	207/15	<b>SMT.SARITHA.C</b> Clerk - Typist, Taluk Industries Office ,Neyyattinkara, District Industries Centre, Thiruvananthapuram. (Under orders of JDC Training )	<b>Senior Clerk</b> Directorate of Coir Development, Thiruvananthapuram
15	208/15	<b>SMT.AMBIKA.S</b> Clerk - Typist, Taluk Industries Office, Manjeri, District Industries Centre , Malappuram.	<b>Senior Clerk</b> Directorate of Industries and Commerce, Thiruvananthapuram vice Sri.Sibi.A, Senior Clerk promoted.
16	210/15	<b>SMT.SUJA.C.A</b> Clerk District Industries Centre, Alappuzha.	<b>Senior Clerk</b> District Industries Centre, Alappuzha.
17	212/15	<b>SRI. ABIN MATHEW</b>	<b>Senior Clerk</b>

	Clerk Taluk Industries Office,Kanjirappally District Industries Centre, Kottayam.	Taluk Industries Office, Kanjirappally, District Industries Centre, Kottayam
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The promotion ordered to Smt.Rajasree.A.G (Sl.No. 1),Smt.Syamala.T (Sl.No. 2),Sri.Jijo.A.V (Sl.No. 3),Smt.Geetha.K (Sl.No. 4), Sri.Prakashan.P.K (Sl.No. 5), Sri.Manikandarajan (Sl.No. 7),and Sri. Manoj Kumar.T.P. (Sl. No. 8) are under Rule 13(B) of part II, K.S. & SSR ie., they are exempted permanently from passing obligatory departmental tests.

The fixation of the promoted employees should be done by the Controlling Officer as per G.O.(P)No. 07/2016/Fin dated 20.01.2016. (Without option). The promoted employees are eligible for fixation of pay in the promoted scale with effect from the date of this order.

Those Clerk – Typists who have been promoted and posted to the cadre of Senior Clerks and allowed to continue under the JDC Training will join the offices and report before those Controlling Officers concerned after successful completion of JDC Training.

The Controlling Officers will relieve the transferred / promoted incumbents as and when alternative official/fresh PSC hands joins duty or can relieve with the permission of Controlling Officer and report the date of relief/joining duty of the incumbents promptly to this office.

Signature valid

Digitally signed by LEENA M D  
Date: 2021.07.28 14:00:01 IST  
Reason: Approved

Sd/-

**SENIOR ADMINISTRATIVE OFFICER**

To

The incumbents concerned (Through Controlling Officers)

Copy to:

1. The Controlling Officers concerned.
2. CA to DI&C, ADI&C (G)/ADI&C(T)/SAO/AA.
3. EE Section/EB Section /IT Section /SPARK/Accounts Section of this office.
4. Stock File

Forwarded /By Order

  
Junior Superintendent

