

I/321323/2023

**PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER,**  
**DIRECTORATE OF INDUSTRIES AND COMMERCE,**  
**THIRUVANANTHAPURAM**  
**(Present : RADHAKRISHNAN P)**

No. DIC/479/2022-EC1

Dated:07-02-2023

Sub:- Industries-Establishment- Transfer and posting of Head Clerk/Chief Accountant and Promotion of Senior Clerk to Head Clerk/ Chief Accountant  
 - Orders issued.

Read:- 1. This office proc. No. DIC/351/2023-EC1 dtd. 24-01-2023.  
 2. Request from incumbents.

The following transfer and Posting of Head Clerk/Chief Accountant are ordered with immediate effect for administrative convenience on their requests as per read 2nd above and 5 Senior Clerks are promoted as Head Clerk/Chief Accountant in the scale of Pay Rs. 39300- 83000 as per the vacancy arise vide reference read 1<sup>st</sup> above.

Transfer

Sl.No	Name and address	Office to which posted
1.	<b>Smt. Jeni Faizala K</b> Head Clerk/Chief Accountant, District Industries Centre,Malappuram. (On Request)	Project Office(Coir), Kozhicode vice Smt. Jaya V, Head Clerk promoted.
2.	<b>Smt. Salini Narayanan.</b> Head Clerk/Chief Accountant, District Industries Centre,Idukki. (On Request)	District Industries Centre, Alappuzha vice Sri. Sebastian P H, Head Clerk/Chief Accountant promoted.
3.	<b>Smt. Sajitha Paul.</b> Head Clerk/Chief Accountant, District Industries Centre,Kottayam. (On Request)	Directorate of Industries & Commerce, Thiruvananthapuram vice Sri. Justin J, Head Clerk/Chief Accountant promoted
4.	<b>Smt. Radhika L.</b> Head Clerk, Project Office (Coir), Vaikkom. (On Request)	District Industries Centre,Kottayam vice Smt. Sajitha Paul, Head Clerk transferred.
5.	<b>Smt. Beena T P</b> Head Clerk/Chief Accountant, District Industries Centre,Ernakulam. (On Request)	Project Office(Coir), Vaikkom vice Smt.Radhika L, Head Clerk transferred.

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The following Senior Clerks are promoted as Head Clerk/Chief Accountant in the scale of Pay Rs. 39300- 83000 and posted as such in the offices noted against their names.

Promotion

Sl.No	Name and address	Office to which posted
1.	<b>Sri. Manoj Kumar R.</b> Senior Clerk, District Industries Centre, Kasargod.	Promoted as Head Clerk/Chief Accountant and posted as such in District Industries Centre, Malappuram vice Smt. Jeni Faizala K, Head Clerk/Chief Accountant transferred.
2.	<b>Smt. Divya P. C.</b> Senior Clerk, District Industries Centre, Kasargod.	Promoted as Head Clerk/Chief Accountant and posted as such in Project Office(Coir), North Paravur vice Sri. Naveen Ganesh T N, Head Clerk/Chief Accountant promoted.
3.	<b>Smt. Sarala M. S.</b> Senior Clerk, Taluk Industries Office, Thodupuzha, Idukki.	Promoted as Head Clerk/Chief Accountant and posted as such in District Industries Centre, Idukki vice Smt. Salini Narayanan, Head Clerk/Chief Accountant transferred.
4.	<b>Sri. Saji P.</b> Senior Clerk, District Industries Centre, Malappuram.	Promoted as Head Clerk and posted as such in District Industries Centre, Ernakulam vice Smt. Rejitha C Kunju, Head Clerk/Chief Accountant promoted.
5.	<b>Smt. Babitha N.</b> Senior Clerk, District Industries Centre, Palakkad.	Promoted as Head Clerk/Chief Accountant and posted as such in District Industries Centre, Ernakulam vice Smt. Beena T P, Head Clerk/Chief Accountant transferred.

The Pay fixation of the promoted employees should be done by the controlling officer as per G.O (P) NO. 27/2021/Fin dated 10.02.2021 (Pay revision order- 2021).

This order will be published in the official website ([www.industry.kerala.gov.in](http://www.industry.kerala.gov.in)) of Industries Directorate. No separate copies of this order will be forwarded to incumbents concerned and Controlling officers download the same 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.

Signed by

Radhakrishnan P

Date: 07-02-2023 12:55:49

RADHAKRISHNAN P  
SENIOR ADMINISTRATIVE OFFICER

To

The incumbents concerned (Through Controlling Officer)

Copy to:

1. All Sub Officers Concerned
2. EE/EA/SPARK/IT section of this office