

Proceedings of the Chief Engineer, Administration, PWD Thiruvananthapuram

(Present: Sri. Sureshan Koilerian)

Sub: - Departmental Training Programme 2009-2010 – Deputation of Officers – reg.

Order No.10122/HRD/2009 of Chief Engineer, Admn dated 23 – 07 – 09

The following employees are deputed to the three days training on “*Behavioural Skills and Public Relations for Supporting Staff*” under STP 904 for the year 2009-10 approved by the Director, IMG, Government of Kerala, to be held at Thiruvananthapuram as per the schedule given below:

Date: 27th to 29th July 2009

Registration: At 9.45 am on 27.07.2009

Time: 10 am to 5.00 pm

Venue: KHRI, Kariavattam

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Present office</i>
1	Syamkumar	Peon	NH Sub Division, Tvpm
2	Renjith D	Roller Driver	NH Sub Division, Tvpm
3	Vijayarajan A	Roller Driver	NH Sub Division, Tvpm
4	Christudas M	Peon	NH Bypass Sub Dvn, Kovalam.
5	Sanalkumar M	Peon	NH Bypass Sub Dvn, Kovalam.
6	Jobish A G	Blue Printer	NH Division, Kollam
7	Krishnakimar G L	Peon	NH Section, Kottarakkara
8	Suneesh K	Peon	NH Section, Karunagappally
9	Sajeevan R	Peon	NH Sub Division, Kollam
10	Sreehari K G	Peon	NH Bypass Sub Division, Kollam
11	Rajan G	Peon	Buildings Sub Division, Tvpm
12	Valsala S	Peon	Maintenance Sub Division, Tvpm
13	Mridula Devi S	Peon	Buildings Sub Dvn, Neyyattinkara
14	Geethakumari L	Peon	Buildings Sub Dvn, Attingal
15	Krishnakumar T	Peon	Buildings Sub Dvn, Nedumangad
16	Harikumaran Nair S	Peon	Spl Bldgs Sub Dvn, Medical Coll, Tvpm
17	Rajesh Kumar T B	Peon	Spl Bldgs Sub Dvn, Ayurveda Coll, Tvpm
18	Baburaj P S	Peon	Spl Bldgs Secretariat Sub Dvn, Tvpm
19	Bhanumathi	Peon	Electronics Sub Division, Tvpm
20	Shabu Gopinath	Peon	KLC Construction Division, Tvpm
21	Adesh Kumar S	Peon	Buildings Sub Division, Punalur
22	Syambill	Watcher	Buildings Section, Punalur
23	Thyagarajan R	Peon	Buildings Section, Chadayamangalam
24	Anil Kumar O	Peon	Buildings Sub Division, Punalur
25	Vijayakumar V	Peon	Buildings Section, Chavara
26	Ajin T	Peon	Roads Section, Karunagappally
27	Rajan Pillai	Peon	Roads Section, Sasthamkotta
28	Radhakrishnan B	Roller Cleaner	Roads Section, Karunagappally
29	Saju A	Peon	Roads Sub Division, Neyyattinkara
30	Ravi T	Watchman	Roads Sub Division, Neyyattinkara
31	Saleena K	Peon	Roads Sub Division, Attingal
32	Sunil Kumar S	Peon	Roads Sub Division, Tvpm
33	Satheesh Kumar C G	Peon	Roads Sub Division, Nedumangad

Participation in the Training Programme is compulsory for all officers of the Department. No leave shall be granted during the training period.

Head of office shall ensure that the personnel deputed for the training attends all the sessions of the training programme. For this, they shall relieve the officers deputed, on the previous working day. Non-gazetted Officers shall furnish a certificate from the Head of office/DDO, indicating the pay, scale of pay and designation of the employee. Gazetted Officers shall furnish a copy of the salary slip issued by the Accountant General. The relieving order shall be submitted to the Course Coordinator at the time of registration at the venue of training.

Similarly, the officers deputed shall obtain relieving orders from the Course Coordinator on completion of the training programme for re-joining duty in their offices. The Course Coordinator shall maintain attendance register of the participants on a daily basis. A copy of the same shall be forwarded directly to the undersigned immediately after the completion of the programme.

Smt. Asha R, Assistant Director, KHRI, Kariavattam, Tvpm (9947152455- Mob) has been nominated as the Course Coordinator for the programme.

The Executive Engineers of all the wings of PWD in the region shall spare the required staff posted by the Joint Director, KHRI, Kariavattom, Tvpm for duty at the venue or for any other assistance for the smooth conduct of the training programme.

Copy of all correspondences related to the training programme shall be forwarded to the Executive Engineer, HRD Cell, O/o the Chief Engineer Administration, PWD, Tvpm – 695 033 (Tel: 0471-2321240 (Off) / 9446491570 - Mobile), Joint Director, KHRI/State Training Manager (Tel: 0471-2412627 (Off)/9447222554 - Mobile) for record.

Sd/-
Chief Engineer

To

All participants (Through Head of Office)

Copy to the Chief Engineer, Roads & Bridges and IT / Buildings / NH /Operations/ Projects, Thiruvananthapuram

Copy to the Joint Director, KHRI, Kariavattam, Thiruvananthapuram.

Copy to the Assistant Director (Course Coordinator), KHRI, Kariavattam

Copy to file / Spare – 1

Approved for issue



Deputy Chief Engineer
Administration