

**Proceedings of the Chief Engineer, PWD Administration, Thiruvananthapuram
(Present: Sri. K. Sundaran)**

Sub: - Induction training to Administrative Staff - Deputation of officers - reg.

Order No. 9021/HRD/2012 of Chief Engineer, PWD (Admn) dated 07-11-2012

The following Administrative staff (LD Clerks) are deputed to the Induction training to be held at KHRI, Thiruvananthapuram as per the schedule given below:

Date: 14th -16th November 2012

Registration: At 9.30 am on 14-11-2012

Time: 10.00 am to 5.00 pm

Venue: KHRI, Kariavattom, Thiruvananthapuram

Sl.No.	Name	Designation	Office
1	Smt. Sajitha. S	L.D Clerk	Buildings Sub Division, Nedumangad
2	Smt. Haséena. M	L.D Clerk	Inward & Despatch section , O/o the Chief Engineer (Administration), Thiruvananthapuram
3	Sri. Saiju. S	L.D Clerk	NH South circle, Tvpm
4	Smt. Neethu P Nair	L.D Clerk	Spl. Buildings Division, Tvpm
5	Smt. Firosa. A.J	L.D Clerk	Spl. Buildings Division, Tvpm
6	Smt. Priya.R	L.D Clerk	Buildings Division, Tvpm
7	Sri. Vinod Kumar	L.D Clerk	Electrical & Electronics Store, Tvpm
8	Smt. Deepthi Rani. P. S	L.D Clerk	NH Division , Tvpm
9	Smt. Sujakrishnan K.S	L.D Clerk	NH Division , Tvpm
10	Sri. Sameer. S	L.D Clerk	KLC Division, Tvpm
11	Smt. Deepa Viswanath	L.D Clerk	O/o the Chief Engineer, NH, Tvpm
12	Smt. Divya. T. Raj	L.D Clerk	NH Sub Division, Tvpm
13	Smt. Jisha Raj P.S	L.D Clerk	NH By Pass Sub Division, Tvpm
14	Sri. Rajesh. R	L.D Clerk	Vigilance, O/o the Chief Engineer, Administration, Thiruvananthapuram
15	Smt. Raji. A	L.D Clerk	Electronics Sub Division, Tvpm
16	Sri. Manukamal	L.D Clerk	Spl. Buildings Division, Tvpm
17	Smt. Sheeja. S.N	L.D Clerk	NH South circle, Tvpm
18	Sri. Joy. B	L.D Clerk	City Roads Section No:I, Thiruvananthapuram
19	Smt. Jayasree. R	L.D Clerk	Buildings Division, Thiruvananthapuram
20	Sri. Jahas. H	L.D Clerk	Special Buildings Division, Thiruvananthapuram
21	Smt. Jayalakshmi. A.V	L.D Clerk	O/o the Chief Engineer (Administration), Tvpm
22	Sri. Sinus Gomez	L.D Clerk	O/o the Chief Engineer (Administration), Tvpm
23	Smt. Seema. S	L.D Clerk	O/o the Chief Engineer (Administration), Tvpm
24	Sri. Ajith. A.R	L.D Clerk	O/o the Chief Engineer (Administration), Tvpm
25	Sri. Syni. S.R	L.D Clerk	O/o the Chief Engineer (Administration), Tvpm
26	Sri. Rahul. B. Nair	L.D Clerk	O/o the Chief Engineer (Administration), Tvpm

27	Sri. Santhosh. K.V	L.D Clerk	O/o the Chief Engineer(Administration),Tvpm
28	Smt.Shylaja.M.P	L.D Clerk	O/o the Chief Engineer NH,Tvpm
29	Smt.Deepa Thara George	L.D Clerk	Roads Section, Kundara
30	Smt. Sheeja. B	L.D Clerk	Roads Section, Kundara

Participation in the Training Programme is compulsory for all officers of the Department. Head of office shall ensure that the personnel deputed for the training attends all the sessions of the training programme. **Smt. Archana.R.V, Assistant Director, KHRI (Mobile: 9447876888)** is the Course Coordinator of the programme. 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. In the event of any of the officers deputed for training are found unable to attend the training due to unexpected reason, the respective Head of Offices should substitute and depute another person for training and fact may be intimated.

For taking action against the absentees of training deputed persons, the Joint Director, KHRI should submit a report to Chief Engineer Administration along with the specific recommendation of the Course Coordinator.

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, Thiruvananthapuram – 695 033 (Tel: 0471-2321240) and Joint Director, KHRI/State Training Manager (Tel: 0471-2412627) for record.

Sd/-
Chief Engineer

To

All participants (Through Head of Office)

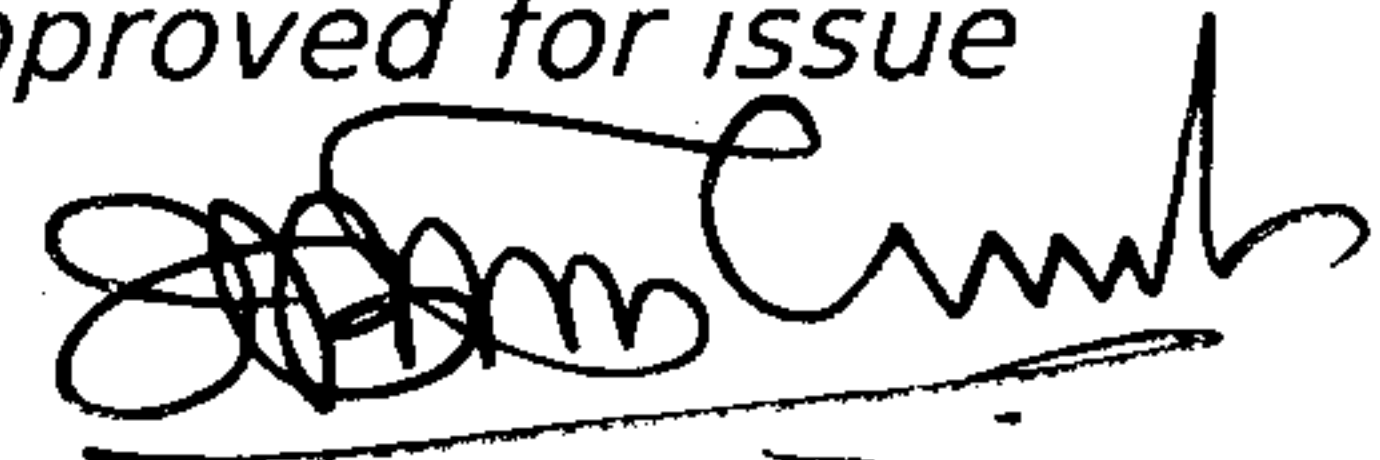
Copy to:

The Chief Engineer, Roads & Bridges and IT / NH/Buildings/Operations, Thiruvananthapuram.
IT Cell

Joint Director, KHRI, Kariavattom, Thiruvananthapuram.

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Approved for issue



Deputy Chief Engineer
Administration

