

Proceedings of the Chief Engineer, Administration, PWD Thiruvananthapuram

(Present: Sri. Sureshan Koilerian)

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

Order No. 10972/HRD/2009 of Chief Engineer, Admn dated 06-08-09

The following officers are deputed to the three days training on “**Orientation Programme for Administrative Staff**” under STP 907 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: 10th to 12th August 2009

Registration: At 9.45 am on 10.08.2009

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	Rasheedkhan K	LDC	NH Sub Division, Tvpm
2	Mukeshkumar M K	LDC	NH Sub Division, Tvpm
3	Priya S	LD Typist	NH Sub Division, Tvpm
4	Sajoy W	LDC	NH Bypass Sub Division No I, Tvpm
5	Biju S	LDC	NH Division, Kollam
6	Sindhu S	LDC	NH Division, Kollam
7	Veerabhadran R	LDC	NH Sub Division, Punalur
8	Reshmi R	LD Typist	NH Sub Division, Kollam
9	Sreeja M	LD Typist	NH Bypass Sub Division, Kollam
10	Sreeja B	LDC	Buildings Sub Division, Tvpm
11	Ushakumary C	LD Typist	KLC Electronics Sub Division, Tvpm
12	Viswalatha B L	LDC	KLC Electronics Sub Division, Tvpm
13	Megha S	LDC	Spl Bldgs Med. College Sub Dvn, Tvpm
14	Thankamony R	LD Typist	Buildings Division, Kollam
15	Sindhu S	UDC	Buildings Sub Division, Kollam
16	Syamala N	UDC	Buildings Section, Kollam
17	Biju L	LD Typist	Buildings Sub Division, Punalur
18	Vasanthakumari S	UDC	Roads Sub Division, Attingal
19	Madhulal G	LDC	Roads Sub Division, Nedumangad
20	Vanajakumari S	UDC	Roads Section, Kottarakkara
21	Leelamani	UDC	Roads Sub Division, Kottarakkara
22	Leven L	LDC	Roads Sub Division, Karunagappally
23	Suresh N	UDC	Roads Section, Karunagappally
24	Manoj R V	LDC	Vigilance, O/o the CE, Admn, Tvpm
25	Remya V R	LDC	Vigilance, O/o the CE, Admn, Tvpm
26	Madhu D	LDC	Seniority Cell, O/o the CE, Admn, Tvpm
27	Remya C S	LDC	Seniority Cell, O/o the CE, Admn, Tvpm
28	Rema S	Typist	O/o the SE, Electrical, Tvpm
29	Krishnakumar K	UDC	Electrical Division, Tvpm
30	Alocious Roadricks	Typist	Electrical Division, Tvpm
31	Shyne P S	LDC	Electrical Sub Division, Tvpm
32	Rajalakshmi R	LDC	Electrical Sub Division, Tvpm
33	Arun R S	LDC	KLC Electrical Sub Division, Tvpm

Participation in the Training Programme under STP 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. Anitha Babu, Assistant Director, KHRI, Kariavattam, Tvpm (9961737319-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)/9447840202 - Mobile) for record.

Sd/-
Chief Engineer

To

All participants (Through Head of Office)

Copy to:

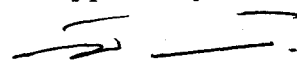
The Chief Engineer, Roads & Bridges and IT / Buildings / NH /Operations/
Projects, Thiruvananthapuram

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

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

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Approved for issue



Deputy Chief Engineer
Administration

INSTITUTE OF MANAGEMENT IN GOVERNMENT

Vikas Bhavan .P.O., Thiruvananthapuram – 695 033.

Ph: 0471-2304608, Fax 0471 – 2302391

**TRAINING PROGRAMME ON ORIENTATION PROGRAMME FOR
ADMINISTRATIVE STAFF.**

10-12 August (3 days)

Venue : Kerala Highway Research Institute , Kariyavattom,
Thiruvananthapuram.

Course Code : STP 907 / 2009 –10

Training Manager: Sri. Oommen Mathew, Joint Director, KHRI

Course facilitator: Sri. S. Asok, Associate Fellow, IMG, Thiruvananthapuram

Course Co-ordinator: Smt. Anitha Babu, Assistant Director, KHRI

Participants : Administrative Staff

Objectives : Helping the participants to

(1) Impart knowledge on rules and procedures.

(2) Familiarize with the functioning of the Department

PROGRAMME SCHEDULE

Day/ Date	Session	Topics	Faculty	
Day 1 Monday 10.08.09	9.30 am	Registration	Sri. V. P .Narayanan Nair, Rtd. Faculty Member (IMG).	
	10.00 am	Inaugural Function		
	10.15 am	Drafting and Noting.		
	1.15 pm	Lunch break	Dr. R. Prakash, Professor, Kerala Agricultural University.	
	2.00 pm	Time Management		
	5.00 pm	Day 1 close		
Day 2 Tuesday 11.08.09	10.00 am	Kerala Service Manual	Sri.K.Rajan Nair,Retd. Accounts Officer,Police Department,TVM	
	1.15 pm	Lunch break		
	2.00 pm	Essential Behavioural change in PWD		
	5.00 pm	Day 2 close	Sri.B. Vincent,Exe.Engineer, Kerala Road Fund Board , TVM.	
	10.00 am	Leadership & Motivation		Sri. M. A. George , Rtd. Faculty Member (IMG)
	1.15 pm	Lunch break		
2.00 pm	Service Rules in Administration.			
Day 3 Wednesday 12.08.09	5.00 pm	Day 3 close	Sri. Thomas George, Faculty Member, IMG.	


ANITHA BABU
Course Coordinator