

No. DB4/281/09/IMG/CE/LSGD

Dated : 11.06.2015

CIRCULAR

Orientation Programme for LSGD Clerks at IMG, Thiruvananthapuram.

The following Clerks from LSGD Engineering Wing are nominated for participating in house orientation programme proposed to be conducted from 15th June, 2015 to 19th June, 2015 at IMG, Thiruvananthapuram.

Sl.No	Name	Office Address	Phone No.
THIRUVANANTHAPURAM			
1.	Prasannakumar.SA	Clerk, O/o the Chief Engineer office, LSGD, Thiruvananthapuram.	9895835365
2.	Sajeeve.G	Clerk, O/o the Chief Engineer office, LSGD, Thiruvananthapuram.	9497640112
3.	Bini George	Clerk, O/o the Chief Engineer office, LSGD, Thiruvananthapuram.	9496094220
4.	Vimal.V	Clerk, O/o the Assistant Engineer, LSGD Section, Keezhuvilam GP	
5.	Vipin.R.S	Clerk, O/o the Executive Engineer, LSGD Division, Tvpm	
6.	Soumya.SS	Clerk, O/o the Assistant Engineer, LSGD Section, Kollayil GP	
KOLLAM			
7.	Gopakumar.G	Clerk, O/o the Assistant Engineer, LSGD Section, Ochira GP	8301045327
8.	Pradeep.N	Clerk, O/o the Assistant Engineer, LSGD Section, Clappana/Alappad GP	9495347775
9.	Muraleedharan Nair.S	Clerk, O/o the Assistant Engineer, LSGD Section, Chathanoor GP	9446505001
10.	Sindhya.V	Clerk, O/o the Assistant Engineer, LSGD Section, Kalluvathukkal GP	9961400375
11.	Saritha.SP	Clerk, O/o the Assistant Engineer, LSGD Section, Sasthamkotta/Poruvazhi GP	9633648253
12.	Preethamol.R	Clerk, O/o the Assistant Engineer, LSGD Section, Thrikkaruva/Panayam GP	9496219340
PATHANAMTHITTA			
13.	Ratheesh.N	Clerk, O/o the Assistant Exe. Engineer, LSGD Sub Division, Pulikeezhu BP	
14.	Aji.P	Clerk, O/o the Assistant Exe. Engineer, LSGD Sub Division, Elamthoor BP	

15.	Arun.A	Clerk, O/o the Assistant Engineer, LSGD Section, Pandalam GP	
16.	Jeena.S.Kurupu	Clerk, O/o the Exe. Engineer, LSGD Division, Pathanamthitta	
17.	Bindu.MJ	Clerk, O/o the Assistant Exe. Engineer, LSGD Sub Division, Koipuram BP	
18.	Savitha.V	Clerk, O/o the Assistant Exe. Engineer, LSGD Sub Division, Mallappally BP	
ALAPPUZHA			
19.	Anilkumar.M	Clerk, O/o the Assistant Engineer, LSGD Section, Harippad/Pallippad	
20.	Manju Prakash	Clerk, O/o the Exe. Engineer, LSGD Division, Alappuzha	
21.	Shyni.KR	Clerk, O/o the Assistant Engineer, LSGD Section, Ezhupunna GP	
22.	Salini.V	Clerk, O/o the Assistant Exe. Engineer, LSGD Sub Division, Champakulam BP	
23.	Sheevalsa Thampi	Clerk, O/o the Assistant Exe. Engineer, LSGD Sub Division, Chengannoor BP	
24.	Liji.R	Clerk, O/o the Assistant Engineer, LSGD Section, Ampalapuzha North	
KOTTAYAM			
25.	Suneeshkumar.KV	Clerk, O/o the Assistant Engineer, LSGD Section, Kadanadu/Bharananganam GP	9497398355
26.	Remash.MR	Clerk, O/o the Assistant Engineer, LSGD Section, Thiruvvarpu GP	9447798140
27.	Shereena Shams	Clerk, O/o the Assistant Engineer, LSGD Section, Vazhoor BP	9496860682
28.	Sindhu.N	Clerk, O/o the Assistant Exe. Engineer, LSGD Sub Division, Erattupetta BP	9496279789
29.	Thara Prasannan	Clerk, O/o the Assistant Engineer, LSGD Section, Marangattupally/Uzhavoor GP	8547679008
30.	Remya.PR	Clerk, O/o the Assistant Engineer, LSGD Section, Ettumanoor GP	9446285153

The Clerks are instructed strictly to attend the training. Absence will be treated seriously and disciplinary action will be initiated. Any person who is not able to attend the programme due to any unavoidable circumstances should inform the Department Co-ordinator before the commencement of the programme so that a substitute from waiting list can be arranged.

Waiting list

Sl.No	Name	Office Address	Phone No.
1.	Dhalakumari	Clerk, O/o the Exe. Engineer, LSGD Division, Thiruvananthapuram	
2.	Asha	Clerk, O/o the Assistant Exe. Engineer, LSGD Sub Division, Chirayinkeezhu BP	
3.	Neethu Prakash	Clerk, O/o the Assistant Exe. Engineer, LSGD Sub Division, Varkala BP	
4.	Rajaneesh	Clerk, O/o the Assistant Engineer, LSGD Section, Kilimanoor GP	
KOLLAM			
5.	Jiji.R	Clerk, O/o the Assistant Engineer, LSGD Section, Mylom GP	9496574691
PATHANAMTHITTA			
6	Nadeera.S	Clerk, O/o the Exe. Engineer, LSGD Division, Pathanamthitta	
ALAPPUZHA			
7	Jayakumar AJ	Sr.Clerk, O/o the Exe. Engineer, LSGD Division, Alappuzha	
KOTTAYAM			
8	T.R.Sivakumar	Clerk, O/o the Assistant Exe. Engineer, LSGD Sub Division, Kaduthuruthy BP	9744285550

For further details, contact Department Co-ordinator Sri. Akhil.R, L.D.Clerk, Chief Engineer's Office, LSGD Thiruvananthapuram District.

Co-ordinator **Contact No. 9048424184**

Encl:- Orientation Programme schedule.


Chief Engineer

Orientation Programme for LSGD Clerks
From 15.06.2015 to 19.06.2015 (STP 453/15)

Course Co-ordinator : Sri. Akhil. R, LD Clerk,
 O/o the Chief Engineer, LSGD, Thiruvananthapuram
 Course Facilitator : Smt. L. Rema, Faculty, IMG, Kochi
 Venue : IMG Thiruvananthapuram

Session Timings

I 10.00 am to 11.30 am III 2.00 pm to 03.30 pm
 II 11.35 am to 01.00 pm IV 03.35 pm to 05.00 pm

Programme Schedule

Day / Date	Sessions	Topic	Faculty
Monday 15.06.2015	9.30 AM	Registration, Inauguration	Course Co-ordinator / Training Manager
	I & II	Communication skill	Sri. Arun Kumar, CI of Police, TVPM Mob : 94467 48185
	III & IV	MOP and File management	Sri. Nishanth, Divisional Accountant, Jilla Panchayath, TVPM Mob : 94000 30330
Tuesday 16.06.2015	I & II	Conduct Rules and Disciplinary Action procedures	Sri. Baby Issac, Rtd. Senior Administrative Assistant, PWD Mob : 94477 92242
	III & IV	Noting and Drafting (with practical – how to prepare notes, drafts, UO Note etc)	
Wednesday 17.06.2015	I & II	Personal Register keeping, cash book etc	Sri. Nishanth, Divisional Accountant, Jilla Panchayath, TVPM
	III & IV	RTS & RTI (Act & Rules, PIO, APIOs)	Sri. Sreekumar, Rtd. Additional Secretary Mob : 94003 28063
Thursday 18.06.2015	I & II	KSR Part I (Joining time, pay fixation, higher Grade / ratio grades, leaves etc)	Sri. Anil Kumar. V.R, Financial Assistant, Kuttanad Development Circle, Kottayam Mob : 94477 84836
	III & IV	KSR – Part II & III (TA Rules, Pension rules, DCRG etc) KS & SSR	
Friday 19.06.2015	I, II & III	Introduction to Govt. Accounts & Budgeting (Head of Account, Monthly accounts, Cash book, Revenue / Receipts / Remittances etc)	Sri. Thulaseedharan Pillai Rtd. Senior Audit Officer, AG's office Mob : 98951 00548
	IV	Evaluation and Valediction	Smt. Fathima. V.M Asst. Exe. Engineer, O/o the CE, LSGD, TVPM