

No. A10-9999/15/CE/LSGD

Dated : 28.01.2016

**CIRCULAR**

**INDUCTION TRAINING PROGRAMME FOR CLERKS**

The Government of India sponsored Residential Training Programme for Clerks in LSGD Engineering Wing is scheduled to be conducted at **CASA MARIA, Kottayam** (situated 2 and ½ Km east of the caritas Junction along Kottayam-Ettumanoor road) during **1<sup>st</sup> February, 2016 to 12<sup>th</sup> February, 2016**. The objective of the programme is to provide fresh entrants into Government service with the inputs required for good governance and citizen centric service delivery.

The period of training will be treated as duty under Rule 12(7)(III)part I KSR and lodging will be provided to the participants free of cost. The enlisted officers are to be relieved and report the institute concerned by **9.00AM on 01.02.2016** without fail. The officers mentioned in the list annexed to this letter have been selected for the programme. They are also be instructed to be prepared to stay, since the programme is a residential one.

TRAINING CENTRE :- KOTTAYAM			
1	REEMAMOL P V	CLERK	KURAVILANGAD SECTION
2	SHEFEENA L	CLERK	DIVISION
3	SINDHU N	CLERK	ERATTUPETTA SUB DIVISION
4	REMYA P R	CLERK	ETTUMANOOR SECTION
5	THARA PRASANNAN	CLERK	UZHAVOOR SECTION
6	SHERINA SHAMS	CLERK	VAZHOOR SECTION
7	ALEXANDER JOSEPH	CLERK	MADAPPALLY SUB DIVISION
8	JAINSY JOHN	CLERK	DIVISION

The participants are instructed strictly to attend the training. Absence will be treated seriously and disciplinary action will be initiated.

For further details, contact CO-ORDINATOR Sri T J JOSEPH

(Mobile No. 944 74 64 502)



**Deputy Chief Engineer**