

No. 551/A1/Admn/ 2016/C-DIT

01.12.2016

**PROCEEDINGS**

Sub: C-DIT-Admn – Post of Jr. Executive (Accounts) / Sr. Manager (F&A) - Sri. K. Sreekantan Nair – put in full additional charge - Orders issued.

Ref: 1. Proceedings No. 547/A1/Admn/2016/C-DIT dated 30.11.2016.

2. Note approved by the Director dated 30.11.2016.

Orders are hereby issued that Sri. K. Sreekantan Nair, Jr. Executive (Admn) re designated as Sr. Manager, will hold the full additional charge of Jr. Executive (Accounts) / Sr. Manager (F&A) for three months w.e.f 01.12.2016, consequent to the retirement of Sri. C. V Velayudhan Nair. Sri. K. Sreekantan Nair will be eligible for charge allowance as per C-DIT Service Rules.



**JAYARAJ G**  
**REGISTRAR**

To

Sri. K. Sreekantan Nair  
Sr. Manager (Admn & F&A)

Copy to

1. Director's Office
2. Registrar's Office
3. Administrative Officer
4. Group Head, Communication
5. All Deputy Directors
6. All Assistant Managers/Managers/Centre Managers/ HODs
7. Course Coordinator, CCD
8. Personal file/Notice Board