

No. 449/A1/Admn/ 2016/C-DIT

26.09.2016

**PROCEEDINGS**

Sub : C-DIT – Admn- Transfers and Postings – Orders issued.

The following transfers and postings are ordered w.e.f 30.09.2016 (AN) for administrative convenience.

1. Sri. Bharath Thampi, Office Assistant (re designated as Assistant Manager) presently working as HoD, Admn in Technology Extension Division is transferred and posted as such in Communication Group. He will supervise the Production Logistics and support functions for Video Production in the Division. He will report to Deputy Director (Production)/ Group Head (Communication). Sri. Sajeev Kumar V S, Research Assistant in Communication Group will continue to supervise the Administration and Accounts functions in the Department.
2. Smt. Resmi Chandran R, Technical Assistant working in Technology Extension Division will discharge the functions of HoD (Admn), TED as additional duty. No additional remuneration will be payable for this duty.
3. Sri. HariKumar K.R, Technical Assistant presently working in Technology Extension Division is transferred and posted as such in System Administration and Technical Support Department under E-Governance Implementation Division. He shall report to HoD (SA &TS).
4. Smt. Bindu Lekha B R, Lab Assistant presently working in Communication Course Division is transferred and posted in the Technology Extension Division, to assist in the evaluation of examination papers. She will report to Sri. Rama Narayanan, HoD (Tech).
5. Smt. Sunila A.S, Office Assistant presently working in EGID is transferred and posted in the Technology Extension Division, to assist in the evaluation and preparation of results. She will report to Smt. Resmi Chandran R, HoD (Admn), TED.



**JAYARAJ G**  
**REGISTRAR**

To

Employees concerned

Copy to

1. Director's Office
2. Registrar's Office
3. Administrative Officer
4. Deputy Director (Production)/Group Head (Communication)
5. Course Director
6. Deputy Director, EGID
7. Sr. Manager(F&A)
8. HoD, SA & TS / HoD, Tech (TED)
9. Personal file/Office copy