



INSTITUTE OF HUMAN RESOURCE DEVELOPMENT
Chackai, Thiruvananthapuram – 24

PROCEEDINGS

IHRD – MFS, Thiruvananthapuram – Smt. Jayasree C.S, Lecturer in Computer Application (Hr. Gr.) holding the charge of Officer in Charge, Regional Centre, Thiruvananthapuram is assigned with the full additional charge of Officer in Charge, MFS, Thiruvananthapuram – Sri. Shaji Antony reposted to CAS, Kundara – Orders issued.

No. EA2/6700/2020/HRD

Dated, Thiruvananthapuram, 01.11.2023

Read: This office proceedings no. EB1/4745/2020/HRD dated 27.08.2020.

ORDER

Due to administrative necessity the following orders are issued with immediate effect.

1. Smt. Jayasree C.S, Lecturer in Computer Application (Hr. Gr.) holding the charge of Officer in Charge, Regional Centre, Thiruvananthapuram is assigned with the full additional charge of Officer in Charge, Model Finishing School (MFS), Thiruvananthapuram with immediate effect and until further orders. She will take over the charge of Officer in Charge of MFS, Thiruvananthapuram from Sri. Shaji Antony on proper acknowledgment.
2. Sri. Shaji Antony, Lecturer in Computer Engineering (Hr. Gr.), College of Applied Science, Kundara now holding the charge of Officer in Charge of MFS, Thiruvananthapuram stands relieved from MFS, Thiruvananthapuram on the assumption of charge by Smt. Jayasree C.S.
3. Sri. Shaji Antony will report before the Principal, College of Applied Science, Kundara forthwith.

4. Smt. Jayasree C.S, Officer in Charge, Regional Centre, Thiruvananthapuram will discharge the duties and responsibilities of MFS, Thiruvananthapuram in addition to her normal duties.
5. The Principal, College of Applied Science, Kundara shall relieve guest faculties if any engaged on joining duty of Sri. Shaji Antony.
6. The date of relief / joining of duty shall be reported to this office in due course.


Dr. V.A Arun Kumar
DIRECTOR

To

1. *Sri. Shaji Antony*
Officer in Charge
Model Finishing School
Thiruvananthapuram
2. *Smt. Jayasree C.S*
Officer in Charge
Regional Centre
Thiruvananthapuram

Copy to:

1. *The Officer in Charge, MFS, Thiruvananthapuram*
2. *The Officer in Charge, RC, Thiruvananthapuram*
3. *The Principal, CAS, Kundara*
4. *Executive Engineer*
5. *Finance Officer*
6. *Administrative Officer*
7. *Accounts Officer*
8. *All Section Heads*
9. *S.F*
10. *O.C*

Copy to:

The files concerned