



CENTRE FOR CONTINUING EDUCATION KERALA

Anathara Lane, Charachira, Kowdiar P.O., Thiruvananthapuram, Kerala, PIN - 695 003

No. CE/E/3134/2019

Dated : 03/09/2019

OFFICE ORDER NO.767/2019/CCEK

Sub:- Centre for Continuing Education Kerala-Restructuring of sections for effective administration-Reg

For effective administration and to ensure multilevel scrutiny of files, the sections in the office of the Director, Centre for Continuing Education Kerala, Thiruvananthapuram are hereby reconstituted, in exercise of the powers of the Director provided under the article 5 D 12&13 of the Rules & Regulations of Centre for Continuing Education Kerala approved by Government as per G.O(MS)No.9/98/HEdn dated 03/02.1998.

Sl. No	Name of Section and Subjects allotted	Section Head	Name of staff and seat no.	Duties assigned
1	<u>A</u> Accounts College of Engineering, Munnar Establishment matters of staff of CCEK Papers received from Govt.	Divia.L	A1- - Smt.Mayadevi.T.R (Accountant) A2- Smt.Jaismol A3- Smt.Saranya.G.B.	Present duties allotted
2	<u>B</u> Civil Service Academy Despatch	Sumi Sandeepika. G.Masterley	B1-Sri.Velappan Achari.C- B2-Ameera Abdul Rahim- (Technical Assistant) B3- Renjith.R.	Present duties allotted
3	<u>C</u> IFTK Continuing Education Tapal/Office section	Sheeja Thankappan	C1-Shri.Sudheer.N (Co-ordinator CE) C2-Rekha.M.I(P.A. to Director) (Tapal)	Present duties allotted

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www.ccek.org

Receipt of Tapals and distribution- Rekha.M.I.(PA to Director)

Despatch of letters and documents -Renjith.R (B3)

Section Heads shall give proper training to the staff under them to handle all papers/works allotted to them in future. They shall also approve the fair copies of orders/proceedings issued by the section under their supervision.



Director



Director, CCEK

All Officers/staff of CCEK

Dispatch Section

Stock File/Office Copy.