



# INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

PRAJOE TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14

**No. FinC2/11181/2017/HRD**

**Dated: 10.04.2018**

## CIRCULAR

Sub: - IHRD Accounts- Training on TALLY Accounts-reg.

Ref: - This office circular of even no. dt 05.10.2017

As per the reference cited above, all Head of Institutions were directed to forward the details of a regular staff and the Head of Institution, if requires Tally training. In this regard, it is proposed to conduct 2 days Tally training programme for office staff and one day programme for Principals as per the schedule given below:

Venue	Participants	Date
MFS, Thiruvananthapuram	Principal/ Head-of-Institution (As per List I)	26/4/2018
MFS, Thiruvananthapuram	Office Staff (As per List II)	27/4/2018 & 28/4/2018
MFS, Ernakulam	Office Staff (As per List III)	08/05/2018 & 09/05/2018

The Heads of Institutions are directed to initiate to depute the participants as per the list appended and ensure the participation of the applicants in the training program as per the list attached. TA/DA will be admissible as per rules.

*Sd/-*

**DIRECTOR**

### **Copy to**

1. All the concerned head of institutions.
2. The Officer-in-Charge, MFS, Thiruvananthapuram
3. The Officer-in-Charge, MFS, Ernakulam
4. Office copy
5. Stock file

**Approved for issue**

*sd/-*

**List of Principal/ Principal-in-Charge**

Venue : **Model Finishing School, Thiruvananthapuram**

Date : **26/04/2018**

Time : **9.30 am to 5 pm**

<b>Sl. No</b>	<b>Name of the Institution</b>	<b>Name of the staff deputed</b>
1	CE, Kottarakkara	Dr.Bhadran.V
2	CE, Karunagappally	Smt. Jaya V.L
3	CE, Kallooppara	Dr. Deepa J
4	CE, Poonjar	Dr.E.S.Jayachandran
5	CAS, Konni	Sri. Syamlal B
6	CAS, Mallappally	Sri. Helena Lauren L
7	CAS, Perissery	Smt. Laila Jasmin
8	CAS, Malappuram	Smt. Bindhu R.K
9	CAS, Pattuvam	Sri. Sreenivasan K K
10	CAS, Nattika	Smt. Sudha S
11	CAS, Vazhakkad	Sri. Sajeev Kumar .C
12	CAS, Mananthavady	Sri. Biju P.K
13	CAS, Malampuzha	Smt. Thara.K.S
14	CAS, Kuzhalmannam	Smt. D Bindhu
15	CAS, Muthuvallur	Smt. Sizy John
16	CAS, Pinarayi	Sri. K.Santhosh Babu
17	MC, Meenangadi	Sri. Dinesh Kumar C P
18	CAS, Manjeswaram	Smt. Nalini Kunduvalppil
19	CAS, Kodungallur	Smt. Sreekala V.T
20	CAS, Marayoor	Dr.G Sreekumar
21	CAS, Puthenvelikkara	Smt. Suji P Thelakkattu
22	CAS, Thamarassery	Smt. Radhika K.M
23	MPTC, Karunagappally	Sri. Manikanta Kumar V. J
24	MPTC, Poonjar	Smt. Bindhu Thomas
25	MPTC, Kalliassery	Sri. Sajith P
26	MPT, Vadakara	Sri. Anoop Kumar N
27	MTHSS, Kaloor	Smt. Murphy K.M
28	THSS, Adoor	Smt. Jalaja Rajan
29	THSS, Mallappally	Smt. Mammootil Susan John
30	THSS, Muttada	Smt. Twinkle P John
31	THSS, Peermade	Smt. Suresh Kumar S
32	THSS, Thodupuzha	Smt. Tessy Joseph
33	THSS, Vazhakkad	Sri. Susil kumar M
34	THSS, Perinthalmanna	Sri. Shabeer S
35	THSS, Varadium	Smt. Sudha Ane K.V
36	THSS, Thiruthiyad	Smt. Mercy Mathew
37	RC, IHRD, Tvm-11	Sri. Shaji Antony

**List of Office Staff**

Venue : **Model Finishing School, Thiruvananthapuram**  
 Date : **27/04/2018 & 28/04/2018**  
 Time : **9.30 am to 5 pm**

Sl. No	Name of the Institution	Name of the staff deputed	Designation
1	IHRD, HQ	Smt. Suchithra S	Senior Office Assistant
2	IHRD, HQ	Smt. Sreeja S	Senior Office Assistant
3	IHRD, HQ	Smt. Sindhu Shanmugham	Senior Office Assistant
4	IHRD, HQ	Smt. Lekshmi Rani	Senior Office Assistant
5	CE, Adoor	Sri. Sajesh Kumar	Senior Office Asst.
6	CE, Kalllooppara	Smt. Shynimole S	Head Clerk
7	CE, Karunagappally	Smt. Sheebamol K.K	Head Clerk
8	CE, Karunagappally	Smt. Sandhya Murali.P	Senior Office Asst.
9	CE, Poonjar	Sri. Rajesh George	Senior Office Asst.
10	CAS, Adoor	Smt. Kavitha G	Senior Office Asst.
11	CAS, Kaduthuruthy	Smt. Beena Varkey	Head Clerk
12	CAS, Kanjirappally	Smt. Molly K. John	Head Clerk
13	CAS, Karthikapally	Smt. Nancy Annie Jacob	Junior Office Asst.
14	CAS, Mavelikkara	Smt. Manju .T	Junior Office Asst.
15	CAS, Mavelikkara	Smt. Dhanya S	Last Grade Servant
16	CAS, Payyapady	Sri. Sreehari N	Senior Office Asst.
17	MPTC, Karunagappally	Sri. K Viswamohanan Pillai	Head Clerk
18	MPTC, Karunagappally	Smt. Leela Devi.A	Senior Office Asst.
19	MPTC, Poonjar	Smt. Ancy Joseph	Senior Office Asst.
20	THSS, Cherthala	Smt. Suresh Kumar	Office Asst.
21	THSS, Mallappally	Smt. Geetha P.U	Head Clerk
22	THSS, Mallappally	Sri. Saiju Mathew	JSA
23	THSS, Muttada	Smt. Florence S L	Last Grade Servant
24	RC, IHRD, Tvm-12	Sri. Manoj S.S	Last Grade Servant
25	MFS, Thiruvananthapuram	Smt. Beena .S	Computer Programmer

*Note: - Those who need accommodation should contact The Officer-in-charge, MFS, Thiruvananthapuram*

**List of Office Staff**

Venue : **Model Finishing School, Ernakulam**

Date : **08/05/2018 & 09/05/2018**

Time : **9.30 am to 5 pm**

<b>Sl. No</b>	<b>Name of the Institution</b>	<b>Name of the staff deputed</b>	<b>Designation</b>
1	CAS, Thiruvambadi	Smt. Jose Nirapath	Head Clerk
2	CAS, Kozhikode	Smt. Sahira Banu K.P	Head Clerk
3	CAS, Kozhikode	Smt. Reshma P	Office Asst.
4	CAS, Malappuram	Sri. Abdul Nazar T	Head Clerk
5	CAS, Pattuvam	Smt. Reena CP	Office Asst.
6	CAS, Vadakkancherry	Smt. Remya Sekhar	Senior Office Asst.
7	CAS, Nattika	Sri. Anandhan M K	Junior Superintendent
8	CAS, Vazhakkad	Smt. Sujatha A P	Junior Superintendent
9	CAS, Nadapuram	Sri. Savada E	Head Clerk
10	CAS, Mananthavady	Sri. Abdul Salam E R	Head Clerk
11	CAS, Malampuzha	Sri. Niyas V	Head Clerk
12	CAS, Muthuvallur	Sri. Ranjith P M	Head Clerk
13	CAS, Muthuvallur	Smt. Ramla V P	Office Asst.
14	CAS, Muthuvallur	Sri. A.Nazer Babu	Junior Office Asst.
15	CAS, Payyannur	Sri. Prasad P.K	Office Asst.
16	MC, Meenangadi	Smt. Sheeba. K	Head Clerk
17	CAS, Puthenvelikkara	Smt. Kadeeja V.S	Head Clerk
18	CAS, Thamarassery	Smt. Babija P	Head Clerk
19	CAS, Karthikapally	Smt. Nafeesath A	Junior Office Asst.
20	MPTC, Kalliassery	Sri. Bijumon K	Head Clerk
21	MRPC, Kuzhalmannam	Sri. Jacob Thomas	Senior Office Asst.
22	MPT, Vadakara	Smt. Sini T.V	Senior Office Asst.
23	MTHSS, Kaloor	Smt. Jaleela Beevi M A	Senior Office Asst.
24	THSS, Thodupuzha	Smt. Mary Varghese	Senior Office Asst.
25	THSS, Vazhakkad	Sri. Dinesh Kumar K	Head Clerk
26	THSS, Thiruthiyad	Sri. Aroon Kumar K	Office Asst.
27	THSS, Varadium	Sri. Sunil Kumar V.K	Watcher/Peon

*Note: - Those who need accommodation should contact The Officer-in-charge, MFS, Ernakulam*