



# INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

PRAJOE TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM-14

No. FinC2/11181/2017/HRD

Dated: 26.09.2018

## CIRCULAR

Sub: - IHRD Accounts- Conducting of One day Tally Training -reg.

Ref: - This office circular of even no. dt 06.08.2018

As per the reference cited above, all Head of Institutions were directed to forward the details of staff that requires training for new templates of Tally. In this regard, it is proposed to conduct one day Tally training programme for the staff as per the list attached.

Venue : MFS, Thiruvananthapuram  
Date : 27/10/2018  
Time : 9.00 am to 5.00pm

The Heads of Institutions are directed 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. Deputy Director
4. Finance Officer
5. Office copy
6. Stock file

Forwarded/By Order

*[Signature]*  
Senior Superintendent



### List of Participants

Venue : Model Finishing School, Thiruvananthapuram  
Date & Time : 27/10/2018 (9.00 am to 5.00 pm)

	Institution	Name	Designation
1	RC, IHRD, Tvm-11	Jayachandran N	Head Clerk (CA Sel Grade)
2	RC, IHRD, Tvm-12	Manoj S S	LGS
3	MEC, Ernakulam	Glancy Xavior	Office Assistant
4	CE, Kallooppa	Manoj K Mathew	Head Clerk
5	CE, Poonjar	Benny M A	J S
6	CE, Poonjar	Beena Jacob	J S
7	CE, Cherthala	Asha Madhavan S	J.S
8	CE, Attingal	Jayakumar K	J S
9	CE, Attingal	Leya V P	Head Clerk
10	CE, Attingal	Fathima Naz	Office Assistant
11	CE, Kottarakkara	Baby John	Head Clerk
12	CAS, Adoor	Kavitha G	Senior Office Asst.
13	CAS, Malappuram	Bindu R K	Principal
14	CAS, Malappuram	Muhammed Faisal T	LGS
15	CAS, Peermade	Suresh Kumar S	Principal
16	CAS, Peermade	Mini Abraham	Head Clerk
17	CAS, Payyapady	Joby Mathew	Senior Office Asst.
18	CAS, Vadakkancherry	Dali Joseph	Head Clerk
19	CAS, Kuthuparamba	Resna P	LGS
20	CAS, Nattika	Anandan M K	J. S
21	CAS, Nadapuram	Chitra M R	Head Clerk
22	CAS, Dhanuvachapuram	Suni S	Senior Office Asst.
23	CAS, Chelakkara	Cina Elias K	Head Clerk
24	MC, Kuzhalmannam	Ramaswamy N	Office Assistant
25	CAS, Attappadi	Sajan J R	Principal
26	CAS, Kodungallur	D Bindu	Principal
27	CAS, Konni	Shamla K S	Head Clerk
28	CAS, Puthenvelikkara	Smt. Bindu Gopinath S	Head Clerk
29	MPTC, Mattakkara	Smt. Sheebamol K K	Head Clerk
30	MPTC, Mala	Filly K J	Head Clerk
31	MTHSS, Kaloor	Saleena P	Principal
32	MTHSS, Kaloor	Surya S B	Head Clerk
33	THSS, Peermade	Aparna Prakash	Head Clerk
34	THSS, Puthuppally	Shanavas M A	Senior Office Asst.
35	THSS, Vattamkulam	Firos Khan K	Senior Office Asst.
36	THSS, Perinthalmanna	Abdul Salam E P	Head Clerk
37	THSS, Mallappally	Lysamma Mammen	Head Clerk
38	THSS, Varadium	Sunil Kumar V K	Watcher/ Peon
39	EC, Kundara	Sujith C S	Principal