



KERALA FORESTS & WILDLIFE DEPARTMENT

**PROCEEDINGS OF THE ADDITIONAL PRINCIPAL CHIEF CONSERVATOR OF FORESTS
(ADMINISTRATION) FOREST HEADQUARTERS, VAZHUTHACAUD, THIRUVANANTHAPURAM.**

[PRESENT: **Dr. AMIT MALLICK IFS**]

Subject: Kerala Forest Department – Establishment – Transfer of Personal Assistants and Promotion posting of Confidential Assistants – Orders issued – Regarding

Read: 1) Minutes of the Departmental Promotion Committee (Lower) meeting held on 14-06-2017
2) Government letter No F2/134/2017-F&WLD, dated: 18.07.2017
3) Extra ordinary Gazette notification No. 1639 dated 02-08-2017

Order No. D3-23074/2017

dated: 03.08.2017

The Departmental Promotion Committee (Lower) held on 14.06.2017 has approved the select list of Confidential Assistants for promotion as Personal Assistants in Kerala Forests & Wildlife Department for the year 2017 and the same has been approved by the Government vide letter referred 2nd above and published in Extra ordinary gazette notification as referred 3rd above

Smt. Santhakumari Amma S R, Personal Assistant to the Principal Chief Conservator of Forests, Social Forestry and. Smt. Sukumari K R, Personal Assistant to the Principal Chief Conservator of Forests & Head of Forest Force, Kerala retired from service on superannuation on 31.05.2017 and 30.06.2017 respectively. Hence there are two vacancies of Personal Assistants at present in the Department.

As per the Select list of Confidential Assistants for the year 2017, approved by the Government vide the letter read 2nd above, Smt. Ushakumari K and Smt. Prabhakumari T are the next two eligible Confidential Assistants to be appointed by promotion as Personal Assistants.

Thus, considering the administrative exigencies, the following transfer of Personal Assistants and promotion posting of Confidential Assistants as Personal Assistants are issued with immediate effect.

Sl. No.	Name of Officer, Designation and present place	Promotion/ Transfer posting	Office to which posted
1	Smt Laila Beevi S, Personal Assistant, O/o the Principal Chief Conservator of Forests, FM	Transfer	Office of the Principal Chief Conservator of Forests & Head of Forest Force, Kerala in the retirement Vacancy.
2	Smt Ushakumari K Confidential Assistant (Selection Grade) O/o the Addl. Principal Chief Conservator of Forests, Administration	Promotion	O/o the Principal Chief Conservator of Forests, Social Forestry, Forest Headquarters, Thiruvananthapuram in the retirement vacancy.

3	Smt. Prabhakumari T Confidential Assistant (Selection Grade) to the Finance Officer, O/o the Addl. Principal Chief Conservator of Forests, FB & A	Promotion	Office of the Principal Chief Conservator of Forests (FM), Forest Headquarters Thiruvananthapuram vice Smt Laila Beevi S, Personal Assistant transferred
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The heads of offices are requested to relieve the incumbents within five days as instructed in the circular No. 05/2013, dated: 11-06-2013 of the Principal Chief Conservator of Forests (Wildlife) & Chief Wildlife Warden, Kerala after making necessary internal arrangements and report.


**Additional Principal Chief Conservator of Forests
(Administration)**

Copy to:

1. Smt Laila Beevi S, Smt Ushakumari K , Smt. Prabhakumari T for information
2. The Principal Chief Conservator of Forests & Head of Forest Force, Kerala for information & necessary action.
3. The Principal Chief Conservator of Forests, Social Forestry / FM / the Addl. Principal Chief Conservator of Forests, FB & A for information & necessary action.
4. Copy to the Principal Accountant General (A&E) Kerala for information (with covering letter)
5. Assistant Conservator of Forests, FMIS for publication in the website.
6. Copy to E Section/ H Section/ T Section for information
7. Copy to stock file

