



PROCEEDINGS OF THE ADDITIONAL PRINCIPAL CHIEF CONSERVATOR OF
FORESTS (ADMINISTRATION) FOREST HEADQUARTERS, THIRUVANANTHAPURAM.
[PRESENT: Dr. AMIT MALLICK IFS]

- Subject: Kerala Forest Department – Establishment – Transfer of Personal Assistants and Promotion
posting of Confidential Assistants as Personal Assistants – Orders issued – Regarding
- Read: 1) Minutes of the Departmental Promotion Committee (Lower) meeting held on
04.06.2018
2) Government letter No F2/146/2018-F&WLD, dated: 16.08.2018
3) Extra ordinary Gazette notification No. 1628 dated 16.06.2018

Order No D3-26437/2018 dated: 13.07.2018

Smt Laila Beevi , Personal Assistant to the Principal Chief Conservator of Forests & Head of Forest Force is due to retire from service on superannuation on 31.07.2018. She has entered in leave preparatory to retirement from 09.07.2018. Hence there arises one vacancy of Personal Assistant in the O/o Principal Chief Conservator of Forests & Head of Forest Force at present in the Department

Due to administrative convenience the post of Personal Assistant existing in the office of the Principal Chief Conservator of Forests & Head of Forest Force and the post of Confidential Assistant existing in the O/o the Principal Chief Conservator of Forests, FL & R is mutually shifted temporarily.

The Departmental Promotion Committee (Lower) held on 04.06.2018 has prepared the select list of Confidential Assistants for promotion as Personal Assistants in Kerala Forests & Wildlife Department for the year 2018 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

As per the Select list of Confidential Assistants for the year 2018, approved by the Government vide the letter read 2nd above, Smt. Indira K is the eligible Confidential Assistants to be appointed by promotion as Personal Assistants.

Thus, considering the administrative exigencies and shifting of posts mentioned in above paragraph the following transfer of Confidential Assistant and promotion posting of Confidential Assistant as Personal Assistant is issued with immediate effect.

Name of Officer, Designation and Present Office	Promotion/ Transfer posting	Office to which posted
Smt. Indira K Confidential Assistant (Selection Grade) O/o the Additional Principal Chief Conservator of Forests, Regional South, Kollam	Promotion	Office of the Principal Chief Conservator of Forests (FL & R), Forest Headquarters vice Smt. Habeebuniza Beegam M, Confidential Assistant (Selection Grade) transferred by shifting the post of PA from the O/o PCCF & HoFF, which is existing vacant due to Smt Laila Beevi, Personal Assistant entered in leave preparatory to retirement from 09.07.2018
Smt. Habeebuniza Beegam. M Confidential Assistant (Selection Grade) Office of the Principal Chief Conservator of Forests (FL & R), Forest Headquarters	Transfer	Office of the Principal Chief Conservator of Forests & Head of Forest Force in the Confidential Assistant post temporarily shifted from the O/o the Principal Chief Conservator of Forests (FL & R),

The head 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. The Principal Chief Conservator of Forests & Head of Forest Force, Kerala for information & necessary action.
2. The Principal Chief Conservator of Forests, FL & R for information & necessary action.
3. The Additional Principal Chief Conservator of Forests, RS, Kollam 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 of the order in the website.
6. Copy to E Section/ H Section/ T Section for information
7. Copy to stock file