

പൊതുവിദ്യാഭ്യാസ
ഡയറക്ടറുടെ കാര്യാലയം,
ഹയർസെക്കന്ററി വിഭാഗം,
ന്യൂ ബിൽഡിംഗ്സ്, ഉള്ളൂർ ലെയിൻ ,
തിരുവനന്തപുരം.

സി.ജി.എ.സി-3/11554/2024/എച്ച്.എസ്.ഇ

തീയതി- 30-09-2024

സർക്കുലർ

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വിഷയം- പൊ.വി.വ.- സി.ജി & എ.സി- “DISHA”-Higher Studies Expo-
ചുമതല നൽകി ഉത്തരവാകുന്നത് - സംബന്ധിച്ച്

സൂചന- G.O(Rt) No.4395/2024/G.Edn dated 12-07-2024

കേരള സംസ്ഥാന സ്കൂൾ കലോത്സവത്തിനോടനുബന്ധിച്ച് പൊതുവിദ്യാഭ്യാസ വകുപ്പ് 2024 ഒക്ടോബർ 04 മുതൽ 08 വരെ DISHA ഹയർസ്റ്റഡീസ് എക്സ്പോ എന്ന പേരിൽ വിദ്യാഭ്യാസ എക്സ്പോ സംഘടിപ്പിക്കുന്നു. 70 സ്റ്റാളുകളിലായി ഇന്ത്യയിലെ ഏറ്റവും മികച്ച യൂണിവേഴ്സിറ്റികളും വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളും ഇതിൽ പങ്കെടുക്കുന്നു.

എക്സ്പോ നടത്തിപ്പിന്റെ ഭാഗമായി വിവിധ കമ്മിറ്റികളിൽ ചുമതല നൽകപ്പെട്ട അധ്യാപകരെ 2024 ഒക്ടോബർ 04 മുതൽ 08 വരെ പ്രോഗ്രാമിന്റെ സുഗമമായ നടത്തിപ്പിനായി പ്രിൻസിപ്പാൾമാർ വിദ്യാലയങ്ങളിൽ നിന്നും വിടുതൽ ചെയ്യേണ്ടതും, അധ്യാപകർ 2024 ഒക്ടോബർ 3 ന് 10.00 AM ന് മുൻപായി എക്സ്പോ നടക്കുന്ന തൃശൂർ തേക്കിൻകാട് മൈതാനത്ത് എത്തിച്ചേരേണ്ടതാണ്.

അധ്യാപകർക്കും മറ്റ് ഉദ്യോഗസ്ഥർക്കും കമ്മിറ്റികളിൽ വിവിധ ചുമതല നൽകിക്കൊണ്ടുള്ള ഉത്തരവ് ഇതോടൊപ്പം ഉൾപ്പെടുത്തുന്നു.

DIRECTOR

പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ

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PROCEEDINGS OF THE DIRECTOR OF GENERAL EDUCATION

**HIGHER SECONDARY WING, HOUSING BOARD BUILDINGS, SANTHI NAGAR,
THIRUVANANTHAPURAM**

Sub: DGE - HSE -CG & AC- Higher Studies Expo "DISHA" 202 4-25- Deputing staffs & assigning duties to committee members- orders issued-reg.

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|-------------------------------------|--------------------------|
| CG & AC-3/11554/2024/DGE | Dated :30-09-2024 |
|-------------------------------------|--------------------------|

Read:- G.O(Rt)No.4395/2024 GE dn dated 12/07/2024

ORDER

A Higher Studies Expo "DISHA" is intended to be organized by the Career Guidance and Adolescent Counselling Cell of Directorate of General Education, Higher Secondary Wing with an anticipated participation of more than 70 National level Institutes. The Expo may give an orientation to students about the vide scope of the courses being offered by the premier institutions and their career prospects.

For the smooth and successful conduct of the Expo "DISHA" 2024-25 committees are constituted and duties are assigned as follows.

DISHA HIGHER STUDIES EXPO - 2024

COMMITTEE AND DUTIES

GENERAL COMMITTEE

| | | |
|------------------|---|---|
| Chairman | - | Sri Shanavas .S IAS (Director of General Education) |
| Vice- Chairman | - | Sri. R. Sureshkumar (Joint Director, Academic) |
| General convener | - | Dr. Azeem C M (State Co-ordinator CG&AC) |

PROGRAMME COMMITTEE

| | | |
|----------------|---|---|
| Chairman | - | Smt .Daya.P.G(RDD Ernakulam) |
| Vice Chairman | - | Smt Latha . T.M(Co-ordinator, Thrissur) |
| Convener | - | Sri Prakas Babu .P.D (Co-ordinator, CG&AC, Thrissur) |
| Joint Convener | - | Sri Jairam Santhosh (Assistant Co-ordinator, Thrissur) |

1. ***STAGE & SEMINAR***

| | | |
|----------------|---|--|
| Chairman- | - | Dr .Anil P.M (RDD Malappuram) |
| Vice- Chairman | - | Sri Sankara Narayanan (District Co-ordinator, Ernakulam) |
| Convener | - | Dr Shaji P.K (CG&AC District Co-ordinator, Kozhikode) |

Joint Convener - Sri. Purushothaman (Education District Convenor,Thaliparamba)
 -Dr .Jyothis Paul.P (GHSS Thalapoya)

Members

Smt.Arooja M.V (GHSS Poovachal)
Smt.Sheena Nair(Sir syed HSS Thaliparamba,Kannur)
Sri.Manjush.L(Marthoma Girls HSS Thrissur)
Sri.Surya Thejus (Sreekrishna HSS Guruvayoor)
Dr.Vargheese Pothen (St.Johns HSS Mattom)
Sri.Prince K.G(GHSS Kallingalpadam)
Sri.Rajesh KK (kmhss Orkattery)
Sri.Sanitha K (Vadakumppad Hss ,Paleri)
Sri.Deepa D (Ghss Vadakara)
Sri.Sageena VT (Irigannur HSS)
Sri.Radhakrishnan V GHSS Sreekandapuram)

Duties

- Schedule Preparation for Stage Events (Main and Mini hall)
- Faculty selection for Stage Programmes, that include Topic selection, Time management, Question and Answer section, Refreshment of Faculties, seat Management.
- Schedule time allotment for presentation by each stalls
- Schedule of inauguration and closing ceremony.

2. RECEPTION COMMITTEE

Chairman - Sri. P.K Krishna Das

(District Co-ordinator, Malappuram)

Vice Chairman-Smt Rahina K A(AO RDD Office Eranakulam)

Convener -Smt.Haseena Beevi

(CG &AC Joint Co-ordinator, Alappuzha)

Joint -Convener -

Smt.Sudha.M(Education District Convenor,Thrissur)

- *Smt.Archana devi* (Education District Convenor,Alappuzha)
 Sri.Maneesh C (Educational District Convenor,Thalasseri)
 (Arrangements for Special need Childrens)

Members:

Dr. Sandhya M.N (Education District Convenor,Attingal)
Sri.Anil Kumar P (GHSS Cherppu)
Smt.Nisha V.S (MASS MHSS Venmenad)
Smt.Lekshmi .C.Sunny (Marthoma GHSS Thrissur)
Smt.Deepa.T.G (GMBHSS ,Thrissur)
Sri.Joseph Sunny (Chaldean Syrian HSS Thrissur)
Smt.Deepa.K (SSGHSS, Puranattukara)
Smt.Ancy Jose Mennachery (SHCGHSS Thrissur)
Smt.Honey .K. Nandakumar(SNMHSS Chazhoor)
Smt.Lekshmi (BBHSS, Thrissur)
Smt.Carol Jose (CJMAHSS,Varandarapilly)
Smt.Lizamma.V.D(SHCGHSS Thrissur)
Sri.Sineesh .K.V (ST.Thomas HSS Thope)
Sri.Alfred Babychan (CJMA HSS Varandrappatty)
Sri.Manto Antony.C (HSS Arimpur)

Duties

- Receiving representatives and other guests from various institutions
- Issuing and collection of feedback form
- All the matters regarding the guests till 08/10/2024 other than food, accommodation and transport
- Special attention for VIP Guests (Ministers, MP's, MLA's, Dept. heads etc.)

3. REGISTRATION COMMITTEE

-

Chairman- Sri.Anilkumar (District Co-ordinator, Malappuram)

Convenor-Sri.Kochanujan (District Co-ordinator,Kollam)

Joint Convenor-Sri.Pramod V.S (Joint Co-ordinator,Ernakulam)

Sri.Priya .G (Education District Convenor,Thrissur)

Members

Sri.Noushad Rahim (GHSS Areecode)

Sri.Jaison.J.Tharayil(ST.Thomas HSS,Valachira)

Sri.Unnikrishnan(GHSS ,Kochannur)

Sri.Jinto Joseph.P (St Joseph Hss Avinissery)

Sri.Justin Johny (St .Joseph Hss Parappur)

Sri.Abdul Sameer(GHSS Vadakkara)

Duties

Keeping visitors details such as student register ,school register and attendance

4. STALL MANAGEMENT

Chairman - Sri. Giri.T

(District Co-ordinator, Palakkadu)

Convener - Sri. Mayson.K

(District Co-ordinator, Kazargod)

Joint Convener :

Dr. Nisha Ann Jacob (CG &AC Educational District Convenor, Mavelikkara)

Sri.Binu TA (CG &AC Educational District Convenor, Palakkad)

Members-

Smt.Glamerin (ST.Joseph HSS ,Pavaratty)

Smt.Syalini.K (GFHSS,Natika)

Smt.Mini.K.K(GVHSS,Pazhanji)

Smt.Preetha. P.K (GHSS Karupadanna)

Smt.Sarala.U.K (GHSS Karupadanna)

Smt.Reena Kuncheriya(GHSS Chaippankuzhy)

Smt.Prappina.P (GHSS Peechi)

Smt.Karthika.P(SRK GVM HSS Kurunattukara)

Smt.Jisha M.S (Poomala HSS)

Sri.Praveen (convenor,kanjaghad)

Sri.Pradeep G.Nair(PNGHSS Mathamangalam)

Sri.Manoj C.V (KPRGS GHSS ,Kalliassery)

Sri.Reghunathan.P.V (GGHSS Payannur)

Sri.Suhail V P (RDD Office Eranakulam)

Duties

- Distribution of stalls
- Infrastructure of stalls (Ensuring Wi-fi connectivity and electricity)
- Keeping attendance of stall members
- Keeping cleanliness of stall
- Waste management of stall (Paper and other rags)
- Faculty selection for stage programme. It includes topic selection and time management
- Stall management during lunch break & other refreshment times

5. FOOD AND REFRESHMENT

Chairman -

Dr.Bijoy C.A(District Co-ordinator, Ernakulam)

Convener-

Sri.Anwar Adukkath (Joint Co-ordinator,CGAC Kozhikkode)

Joint Convener-

Sri.Sinoj George (Educational District Convenor, Ernakulam)

Dr. Devi K S (Joint coordinator- Idukki)

Sri.Manoj N Paul, (Educational District Convenor, Aluva)

Members

-

Sri.Sibi K M (GHSS Iranikulam)
Smt.Ushakumari (GHSSNandikkara)
Smt.Deepa K K (GKVHSS Eriyad)
Smt.Jyothy M N (MARMGHSS Santhipuram)
Smt.Smitha A (MESHSS Sreenarayanapuram)
Smt.Preetha A E (MRHSSChalaky)
Smt.Shamna K T (GMBHSS Chalaky)
Smt.Hasitha D (LBSMHSS Avittathur)
Smt.James P P St Sebastians (HSS Kuttikad)
Smt.Joshy B (GGHSS Kodungallur)
Smt.Sujaya Chandran (TSNHSS IJK)
Smt.Archana sathyan (SNHSS IJK)
Smt.Jamila beevi (TPSHSS Thrikkur)
Smt.Priya poulose (CJMAHSS Varandarapilly)
Smt.Raji M K (GHSS Kodakara)
Smt.Pushpamani A A (GHSS Cheruthuruthy)
Smt.Rekha (KRMHSS Aloor)
Smt.Najiya K A (GHSS Mudickal)
Smt.Deepa. K N (HSST Botany GBHSS Aluva)
Smt.Abhilash M A (HSST English GGHSS, Aluva)
Smt.Nafsana A.K (MUMHSS,Vatakara)
Smt.Renjitha N T (RDD Office Eranakulam)
Sri.Sijith PA(RDD Office Eranakulam)

Duties

- Providing Food and refreshment for delegates and guests
- Providing drinking water facilities
- Providing other snacks for the delegates and guests during the review meetings

6. ACCOMMODATION & TRANSPORT*Chairman:**Dr. Sunil Kumar (District Co-ordinator, Pathanamthitta)**Convener:*

Saritha T S (Educational District Convenor, Iringalakkuda)
Joint Convenor

Sri. Dhaneesh (Educational District Convenor, Malappuram)
Sri.Santhosh T(Educational District Convenor, Mannarkad)

Members:

Sri.Murphin T Francis (*St. Antony's HSS Kottapuram*)

Sri.Simile S (*GHSS Kadavallur*)

Sri.Fijo Joseph CK (*AMHSS, Chemmannur*)

Sri.Joy K D (*St Joseph's HSS Pavaratty*)

Sri.Salih (*SSMUHSS Edakazhiyur*)

Sri.Manoj O (*GHSS, Panjal*)

Dr.Ratheesh mon.P(*GHSS Pookkottur*)

Sri.Jinto Joseph (*St Jhons Hss Parappur*)

Sri.Jastin K.J (*St.Thomas Hss Mayannur*)

Sri.Premal David (*Est.Francis Bhss*)

Sri Jishad ok (*GHSS Puduppady*)

Sri.Vishnu (Clerk,Academic,HSE)

Sri.Bijoy (Clerk,Ad.C, HSE)

Duties

- Providing accommodation facilities for guests and other delegates
- Picking and dropping of guests and other delegates from stall to hotel and vice-versa
- All the matters regarding transport and accommodation of other officials

7. DISCIPLINE,CROWD MANAGEMENT&GREEN PROTOCOL

Chairman:

Sri.Hari P

(*District Co ordinator CG&AC.*

Govt. HSS for Girls Neyyattinkara)

Convener:

Sri.Binoj M. U

(*Joint Co ordinator CG&AC.*

Govt. SMTHSS Chelakkara)

Joint- Convener:

Sri.Rajesh M (*Dist Joint Co ordinator,CG&AC Kannur*)

Sri.Mathew Prakash , (Educational District Convenor, Punalur

Sri.Reji Mon PP (RDD Office Eranakulam)

Members:

*1. Sri.Gibu K Philip
Govt. HSS Kaippamangalam*

*2.Smt.Indumathi Antharjanam.
GHSS Anchery*

*3.Sri. Kitto P T
Mic Al Ameen HSS Kecher.*

*4.Sri.Jackson N. P
St. Thomas HSS Thiroor*

*5.Sri.Vinod Kumar P
Govt. HSS Kallingapadam*

*6. Smt.Libi Thomas K
St. George HSS Thozhiyur*

*7.Sri.Ciju A J
St. Thomas HSS Thiroor*

*8.Smt.Jismy Jose
MRRMHSS Chavakkad*

*9. Sri.Ananthkrishnan C M
Govt. SMTHSS Chelakkara*

*10. Smt.Simi Mary C V
St. Johns HSS Parappur*

*11. Sri.Asharaf P
Govt. VHSS Desamagalam*

*12. Smt.Pushpa K. B
St. Antony's HSS Ammadam*

*13. Sri.Harikumar M. S
GMBHSS wadakanchery*

*14. Sri.Biju K. A
Govt. HSS Erumappetty*

*15.Sri.Ginil K Lawrece
St Francis HSS Mattom*

16.Sri.Anujith Narayanan(RDD Office Eranakulam)

Members of Green protocol:

-
- 1.Smt.Sindhu.I.S (VRAMMHSS,Thaikad)
 - 2.smt.Jini PP(GHSS ,Elavally)
 - 3.Smt.P.Usha(Sreekrishna HSS Guruvayoor)
 4. Smt.Roshan CJ(GHSS Varavoor)
 - 5.Smt.Simile .S (GHSS Kadavallur)
 - 6.Smt.Remya Jose M (BCHSS Mukkattukara)
 - 7.Smt.Subitha P.S (GCMHSS ,Kuttor)
 - 8.Smt.Priya Prabhakaran Nair (RDD Office Eranakulam)

Duties

- Crowd Management
- Time management for school visiting
- Keeping silent environment in the stall and seminar hall
- Scheduling time for student visit.
- Discipline committee can use Scouts & Guides and SPC in addition to teachers if required.

Duties of green protocol

- Ensure there is no plastic waste around the main,conference,dining halls in the expo
- Make sure the proper disposal of waste
- Co-ordinate with the waste management team of the concerned event management.

8. DOCUMENTATION

Chairman - Sri. Sanu Sugathan(District Co-ordinator-Palakkad)

Convener - Dr.Sunil Markose(District Co-ordinator-Alappuzha)

Joint-Convener - Sri.Abdul Latheef CM (CG & AC Educational District
Convener, Tirur)

Members

*Smt. Ambika.K (CG & AC Educational District Convener,
Kottarakara)*

- *Smt.Lekshmi.S (St Annes HSS Kottapuram)*

Sri.Vinayak.C.B (GUPS Cottanad)

Smt.Sujitha.P (LD Typist,Finance)

Smt.Seema PB(GHSS Peringottukara)

Smt.Nisha K (SMHSS Ayalur)

Duties

- Schedule verification
- Press Meeting
- News Writing
- Documentation of the programme
- Publishing the draft document of DISHA -2024-25 during valedictory function
- Events Documentation Reports Photos Etc
- Visitors Diary Stall Officials Diary
- Magazine
- Special Reports : Seminar Hall

9. MEDIA & PUBLICITY

Chairman - *Sri. Simil.K.B(District Co-ordinator-Wayanad)*

Convener Palakkad - *Smt.Sareena Haneefa (Joint Co-ordinator-*

Joint- Convener - *Sri.Hashim Tharayil (CG &AC Educational District*
Convenor Ottapalam)

Members

Sri. Jairam Santhosh (Assistant Co-ordinator, Thrissur

Dr.C.M Biju (MIC Al Ameen HSS Kakkachery)

Sri.Manoj.V (St Joseph HSS Mathilakam)

Sri.Sini.K.Raju(Holy family CGHSS Mathilakam)

Sri.V.J.Babu(GHSS Kuttur)

Smt.Jophy.Jose.P (MASMHSS Venmannad)

Sri.Ginil.K.L (St.Francis GHSS Mattom)

Sri.Kannan Sreekumar (AMHSS Chemmannur)

Sri.Ajmal Sadik N(WOVHSS Pinangode)

Duties

- Photography
- Media Management

- Recording the Seminar and other programmes
- Making arrangement for news and other media persons

10. CERTIFICATE AND MOMENTO

Chairman - Sri.Francis Sebastian(District Co-Ordinator,Idukki)
 Convener -Sri.Madhavanand (Joint Co-ordinator-Kozhikode)`
 Joint- Convener - Sri.Siju.K (Educational District
 Convenor,Thiruvananthapuram)

Members

-
 Sri.Binoj Sebastian (St Aloslys Hss Etathuruth)
 Smt.Deepthy Paul SOCCORSO CGHSS ,Kottakal)
 Smt.Musthafa (PHGHSS ,Varavoor)
 Sri.Anit .P.Antony (ST.Clares CGHSS,Thrissur)
 Smt.Jainy Vargheese (St.Raphaels HSS Ollur)
 Sri LIJO JOSE (-GHSS CHERANELLOOR)

Duties

- Arranging Memento for faculty, Chief guests and participating institutes
- Certificate preparation for participants (Delegates of various institutes & Organizing team)

11. CG &AC STALL

Chairman:

Smt.Reeja R (District Co-ordinator, Kannur)

Convener:

Smt.Mini Das (Joint Co-Ordinator,Kottayam)

Joint Convener:

*Smt.Varadha Kumari M N (Educational District Convenor,
 Kuttanad)*

Smt.Rigi Paulose (Educational District Convenor, Moovattupuzha)

Members:

Sri.Vinod Kumar V (Govt HSS Elamkunnappuzha)

Smt.Suja Pg (Ghss Kamballur, Kasargod)

Dr Rasheed M P (Seethi Sahib HSS Taliparamba Kannur)

Smt.Sheena K. (GMHSS Vellamunda)

Sri.Bobby Pudukaden (St Thomas HSS Thope Thrissur)

Duties:

- Description about History of Higher Secondary Department
- Description about CG & AC
- Activities of CG & AC through the years
- Space for personnel counseling
- CG &AC stall may include display boards, PowerPoint presentation, poster, banner etc.

12. Pre-Orientation

Chairman: Dr Vinayakumar (Joint co-ordinator ,Malappuram)

Convenor: Sri.Casmir Thomas (Educational District Convenor, Kollam)

Joint Convenor: Dr. K.R Rajesh Babu (Educational District Convenor, Kannur)

B. Members

Sri.Abdul Majeed .P (Ghss Naduvattom)

Dr. Bijumon P.S (Ghss Valappad)

Sri.Anil Kumar .P (Ghss Cherppu)

Smt.Millet M Chandy (Holy Family Hss Padathukadavu)

Sri.Najeeb Nm (KPESHSS ,Kayakkody)

Sri.Jineesh Mathew (Sarvodya Hss Eachome)

Sri.Asees (Ghss Valayam)

Sri.Pradeep Payyanatte (KPRSGHSS kalliassery)

Sri. Jithendran T (GHSS Puzhathi)

Sri Vijith .P(GHSS Kattoot,Thrissur)

Sri Sudhin K.S (RMVHSS ,Perinjanam)

Sri Manoj K.P (GMBHSS ,Irinjalakkuda)

Sri Binto Antony (AKMHSS,Poyyamala)

Sri Shaji.K.P(MIHSS ,Puduponnani)

13. K-DAT AND CAREER COUNSELLING

Chairman- Manoj john (joint co-ordinator ,Wayanad)

*Convener -Sri. Nasar Kunnummal(Educational District
Convenor, Thammarassery)*

*Joint-Convener-Smt. Balkeese Pm (Educational District Convenor,
Kothamangalam)*

Members

Sri Afsal babu (PTMHSS thrikkattur)

Smt. Dhanya Ramachandran (GBHSS ,Tirur)

Sri Haris m (RCHSS ,Kattamery)

Sri Ibrahim Meenatil(Ghss Othukangal)

Sri Jayarajan .c.k (vadakkumpad HSS)

Sri Muhammed Sunnummel(GHSS Velliyode)

Sri Mujeeb Rahiman(PMSAMAHSS Chemmankadavu)

Sri Jabir T.K(SIHSS Ummattoor)

Sri. E.Aneesudheen (SIHSS Ummattoor)

Sri. Shamsudeen P.A(Govt MVHSS Vengala)

Sri. Anfas V.S(GMBHSS,Thrissur)

Sri. Babu VJ(GCMHSS Kuttoor)

Sri. Ameer Faizal(GHSS Muppathadam)

Sri.Basheer Aliparamban(GHSS Mampad)

Duties

- Make arrangements to conduct K-DAT Test using the computer lab
- Make arrangements to conduct K-DAT and Career Counseling
- Prepare general career Charts for exhibition
- Prepare exhibition charts for scholarships
- Collecting computer and other laptops from nearby higher Secondary Schools and returning.

14. a) CAREER STALL

Chairman-Sri.Jyothis kumar (district co-ordinator ,Kottayam)

Convener - Sri.Jayakumar L.S (joint co-ordinator ,Kollam)

Joint- Convener - Sri.Shibabudeen .K(Educational District Convenor, Cherthala)

Members:

Sri.Abdulhameed.O.P(CHMHSS)

Sri.Fareeda Mt (Vmhmhss Anyamkkunnu)

Sri.Askar (Chendamangaloor Hss)

*Sri.Jeesan.J.Kakkasseri(Mk Al Ame
en Hss Kechery)*

Sri.Biju Antony(Gvhss Puthenchira)

*Sri.Tomi KD.(St Francis Assissi HSS Arthunkal
Alappuzha)*

Duties

- Presenting Career related programmes
- Making banners and posters regarding different career's higher students & scholarships
- Facility for career counseling
- Making notes and other posters regarding CUET entrance test
- Arranging faculty regarding CUET entrance test
- Career counselors

15. FINANCE COMMITTEE

Chairman - Sri. Abhilash Raveendran(Senior F.O, HSE,
Thiruvananthapuram)

Convener - Sri. Maya M.G(Jr.Superintendent CG&AC)
Joint Convenor- Sri.Sreekumar(Jr.Superintendent, Finance)

Members -

1. Sri. Ugwal Prakash (Senior Clerk, CG & AC)
2. Sri. Anish Kuruvilla (Sr.clerk,finance)

3. Sri.Jobin baby (Sr. Clerk,Academic)
4. Sri.Sachu.V (Clerk,Cg&Ac)
5. Sri.Anoop.K (Clerk ,Exam 8)
6. Sri.Jeen lal.B (Senior Clerk, CG & AC)
7. Sri.Illyas.C.M (Exam 1, Sr.Grade Typist)

Duties

- Finance Management
- Verification of bills & Vouchers
- Reimbursement of bills submitted by various committee
- Verification of the Allotment of the vehicles & daily running kilometers.

DIRECTOR
DIRECTOR OF GENERAL EDUCATION

Copy to

1. All RDD's
2. Finance Officer DHSE
3. Superintendent, Finance Section
4. Cash Section
5. Persons concerned
6. SF/FC