

Minutes of the Meeting by Chief Engineer (Irrigation and Administration)
Thiruvananthapuram to evaluate attendance of Staff during Covid-19

held on 03-06-2021 at 11.00 am

The meeting started at 11.00 am

The list of Participants is attached.

The Chief Engineer stated that the attendance of staff is very poor even though Government has ordered 50% attendance. In this circumstance after discussions the following decisions were taken.

- 1) Senior Administrative Officer and Deputy Chief Engineer (Administration) would monitor and coordinate Ministerial and Technical attendance respectively of Staff concerned.
- 2) The following officers should ensure 50% attendance in the section under their supervision.
 - i) A section- Shri.Satheesan DCE(Administration)/
Shri. S.R. KrishnaKumar (Senior Superintendent)
 - ii) B Section&G Section- Shri. MaheshKumar V.P. (Senior Superintendent)
 - iii) C Section- Smt. B. Sindhu.(Junior Superintendent)
 - iv) D Section- Shri. P. Sujathan.(Junior Superintendent)
 - v) Treasury Accounts- Shri. Sebastian Santhosh.(Junior Superintendent)
 - vi) Treasury Bill – Smt. Sumaya Kumari .(Junior Superintendent)
 - vii) RTI Cell- Shri. Babu (Head Clerk)
 - viii) Seniority Cell- Shri.Shanavas .(Junior Superintendent)
- 3) The section head would submit weekly attendance statement for next week every Friday by 3.00 P.M to Office of Chief Engineer, Senior Administrative Officer and Deputy Chief Engineer with effect from 04/06/2021

- 4) The Section heads would submit daily Attendance Statement to Senior Administrative Officer/Deputy Chief Engineer (Administration) Respectively, with effect from 04/06/2021
- 5) The attendance chart should contain locality of residence and mobile number of each employee and section heads.
- 6) Those absent as per duty chart should be available on call to attend to urgent matters related to their work.
- 7) Next review meeting will be on 10/06.2021 at 11.00 am
- 8) These direction should be strictly complied keeping in view also that the Kerala Legislative Assembly is in session till 14.06.2021
- 9) The meeting ended at 11.30.am.

Sd/-
Chief Engineer

To

All Officers

All Employees

Website for general information and strict compliance.

Copy to:

Confidential Assistant to Chief Engineer (Irrigation & Administration)

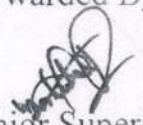
All Deputy Chief Engineer's

Senior Administrative Officer/Senior Finance Officer

Law Officer

Stock file/OC

Forwarded By Order


Senior Superintendent