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SECRETARIAT OF THE KERALA LEGISLATURE

No.1340 /Training 1/2006/Leg

Thiruvananthapuram,
23-8-2006.

OFFICE ORDER

Sub: Secretariat of the Kerala Legislature-Training Cell-
Training for PA to MLAs' from August 28 to 29, 2006-reg.

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A training programme for the Personal Assistants to MLAs' is being organized by the Training Cell of Legislature Secretariat from August 28 to 29, 2006. The programme will be conducted between 10.15 am and 1.00 pm on the above days in Conference Hall V E, Legislature Complex. The following officers are selected for the programme.

1	Shri.K.V.Ramakrishnan,PA to	Prof.C.Raveendranath,MLA
2	Shri.S.Radhakrishna Kammath, PA to	Shri.George Mercier,MLA
3	Shri.Rajagopal.K,PA to	Shri.K.Sivadasan Nair,MLA
4	Shri.N.Renganathan,PA to	Shri.Adoor Prakash,MLA
5	Shri.C.R.Raveendran Nair,PA to	Shri.Therambil Ramakrishnan,MLA
6	Shri.V.Shajithkumar,PA to	Shri.P.Jayarajan,MLA
7	Shri.A.T.Satheesh,PA to	Shri.Raju Abraham,MLA
8	Shri.P.S.Sabu,PA to	Shri.K.K.Jayachandran,MLA
9	Shri.G.S.Suresh Kumar,PA to	Shri.M.V.Sreyams Kumar,MLA
10	Shri.G.Sreekumar,PA to	Shri.T.N.Prathapan,MLA
11	Shri.B.Sreekumar,PA to	Shri.Mangode Radhakrishnan,MLA
12	Shri.C.K.Shaju,PA to	Shri.Rajaji Mathew Thomas,MLA
13	Shri.P.Shaheed,PA to	Shri. A.M. Yusuf,MLA
14	Shri.C.S.Sarathchandran,PA to	Shri.K.C.Venugopal,MLA
15	Shri.P.U.Suresan,PA to	Shri.K.Kunhiraman,MLA

16	Shri.S.Sabukuttan,PA to	Shri.V.J.Thankappan,MLA
17	Shri.M.N.Subhash,PA to	Shri.S.Rajendran,MLA
18	Shri.A.Sasidharan Nair,PA to	Shri.A.P.Anilkumar,MLA
19	Shri.A.Saleem,PA to	Shri.M.Hamsa,MLA
20	Shri.S.P.Syamkumar,PA to	Shri.K.K.Divakaran,MLA
21	Shri.B.Venugopalan,PA to	Shri.C.P.Muhammad,MLA
22	Shri.P.P.Surendran,PA to	Shri.K.Sudhakaran,MLA
23	Shri.S.Chandralal,PA to	Shri.V.D.Satheesan,MLA
24	Shri.Thomas George,PA to	Shri.P.C.George,MLA
25	Shri.N.M.Satheesan,PA to	Shri.M.J.Jacob,MLA
26	Shri.S.Vijayakumaran Nair,PA to	Smt.K.Ajith,MLA
27	Shri.N.Venkiteswaran,PA to	Shri.K.Achuthan,MLA
28	Shri.A.Rajendrakumar,PA to	Shri.Thomas Chandy,MLA
29	Shri.S.Sureshkumar,PA to	Shri.M.A.Vaheed,MLA
30	Shri.V.R.Sajukumar,PA to	Shri.K.C.Rajagopalan,MLA
31	Shri.A.K.Ramachandran,PA to	Shri.K.C.Kunhiraman,MLA
32	Shri.C.J.Johnson,PA to	Shri.K.V.Abdul Khadar,MLA
33	Shri.P.Jayarajan,PA to	Shri.P.P.Abdulla Kutty,MLA
34	Shri.Sajith.P.S,PA to	Shri.Jose Thettayil,MLA
35	Shri.P.Vijayakumaran,PA to	Shri.Pallipram Balan,MLA
36	Shri.K.P.Dileep,PA to	Shri.Ramachandran Kadannappally,MLA
37	Shri.A.Harischandran Nair,PA to	Shri.Babu Paul,MLA
38	Shri.A.Muraleedharan,PA to	Shri.Aryadan Mohammed,MLA
39	Shri.A.K.Augusthy,PA to	Smt.K.K.Lathika,MLA
40	Shri.K.Sivadasan,PA to	Shri.M.Chandran,MLA
41	Shri.Sajeev.M,PA to	Shri.B.Babuprasad,MLA
42	Shri.M.R.Santhoshkumar,PA to	Shri.K.Raju,MLA
43	Shri.T.R.Reghunathan,PA to	Shri.R.Selvaraj,MLA
44	Shri.R.Gopakumar,PA to	Shri.V.N.Vasavan,MLA
45	Shri.Azad.P.V.,PA to	Shri.K.Muhammed Unni Haji,MLA
46	Shri.Manoj.K.N,PA to	Shri.Murali Perunelli,MLA
47	Shri.V.K.Soman,PA to	Shri.M.K.Purushothaman,MLA
48	Shri.V.Ganesan,PA to	Smt.K.S.Saleekha,MLA
49	Shri.N.Saikumaran Nair,PA to	Shri.Anathalavattom Anandan,MLA
50	Shri.Kasim.P,PA to	Shri.P.T.A.Rahim,MLA
51	Shri.M.M.Kadiri Koya PA to	Shri.P.M.A.Salam,MLA
52	Shri.T.P.Musthafa,PA to	Shri.C.T.Ahammed Ali,MLA
53	Shri.D.Santhosh Kumar,PA to	Smt.E.S.Bijimol,MLA

54	Shri.Sean Ray.C.V., PA to	Shri.K.M.Mani,MLA
55	Shri.M.Balachandran PA to	Smt.P.Aisha Potty,MLA
56	Shri.John Joseph,PA to	Shri.Thomas Unniyadan,MLA

Those who have been selected are directed to be present in the Conference Hall V E, before 10.15am.on August 28, 2006.

Achamma K. A
K.A.Achamma,
Under Secretary.

Copy to:

- 1.The Private Secretary to Speaker.
- 2.The PA to Secretary.
- 3.The PA to Special Secretary.
- 4.The Additional Secretary I.
- 5.The Joint Secretary, Training.
6. Deputy Secretary (Accounts).
- 7.Estate Officer.
- 8.The Under Secretary (Services).
9. The Under Secretary II (Accounts).
- 10.Persons concerned.
- 11.The Section concerned.
- ✓12. The IT Section for Publication in the website.
- 13.House Keeping Section.
- 14.Stock File.

KERALA LEGISLATURE SECRETARIAT

TRAINING CELL

Training programme for Personal Assistants to MLAs'

August 28 , 29 - 2006

Batch NO. 10

SCHEDULE OF PROGRAMME

VENUE- CONFERENCE HALL NO. V- E

LEGISLATURE COMPLEX

TIME- 10.15 AM TO 1.00 PM

Date & time

Subjects

Resource Persons

Monday , 28-8-2006

10.15-10.30

Introduction & Interaction

Shri.B. Balachandran
Joint Secretary (Training)

10.30-11.30

Amenities to Members of Kerala Legislative Assembly- Role of Personal Assistants to MLAs'.

Shri.A. MadhavanKutty
Additional Secretary

TEA BREAK

11.45-1.00

Organizational set up of the Legislature Secretariat- Legislature Library, Museum, research facilities and Publications from the Legislature Secretariat

Smt. N. Kamila Beevi
Under Secretary

Tuesday, 29-8-2006

10.15-11.30

Question Hour-Preparation of Questions, Answer to Questions.

Shri.K.R.Venugopalan
Joint secretary

TEA-BREAK

11.45-1.00

Prime function of Legislative Assembly-Legislation- Lawmaking process-Variou stages

Smt. Lathika Yovel
Additional Secretary

12.45.1.00

Evaluation & winding up

JOINT SECRETARY
(TRAINING)