

STAFF DETAILS - ADMINISTRATIVE DIVISION, HEAD OFFICE

Serial No.	Seat No.	Name of employees	Designation	Major files dealing with
1	NA	Suraj P T	Additional General Manager (P&A) (Mob:9495283980)	Head of Administration
2	NA	Jayasree B	Manager (Administration) (Mob:9447029794)	Supervisory Officer
3	NA	Leena N	Assistant Manager (Administration) (Mob:9447990157)	Supervisory Officer
4	NA	Ahammed Shafi H	Assistant Manager (HRD) (Mob:9446300126)	Supervisory Officer
5	NA	Jayaprakash K K	Junior Manager (Administration)	Supervisory Officer
6	NA	Preetha R B	Confidential Assistant	NA
7	D.1 Seat	Sruthy P	Senior Assistant.I	Deputation appointment of JMs and above and related files.
8	D.2 Seat	Renjisha R	Junior Assistant	LC/NLC of TSOs and above.

9	D.3 Seat	Smitha P R	Senior Assistant.I	Establishment matters of SUPPLYCO Drivers.
10	D.4 Seat	Shine L P	Senior Assistant.II	Tapal & Despatch.
11	D.5 Seat			
12	D.6 Seat	Hari R	Senior Assistant.II	Appointment of ASMs, transfer, resignation etc.
13	D.7 Seat	Shine L P	Senior Assistant.II	LC/NLC of staff below the cadre of TSO.
14	D.8 Seat	Renjisha R	Junior Assistant	LA Interpellation, Chief Secretary's meeting, Bonus. Miscellaneous files etc.
15	D.9 Seat	Shijumon S S	Senior Assistant.I	Deputation appointment of JAs and above up to SA.I and related files.
16	D.10 Seat	Arun Pratheesh K S	Senior Assistant.I	Establishment matters of staff of SUPPLYCO from JAs to AGMs and related files.
17	D.11 Seat	Anu Ranganath	Junior Assistant	Probation of JAs and SA.I.
				Revenue Recovery.
18	D.12 Seat	Sinoj V	Senior Assistant.I	Gratuity of staff of SUPPLYCO and related files.

19	D.14 Seat	Smitha P R	Senior Assistant.I	Files relating to daily waged staff.
20	D.15 Seat	Sujatha P M	Senior Assistant.I	Record.
21	D.19 Seat	Ganesan A S	Junior Assistant	Probation of ASMs, leave of ASMs, meetings etc.
				Canteen.
22	D.20 Seat	Anupama S	Senior Assistant.I	Files relating to all contract staff and Higher Grade of Corporation staff.
23	D.34 Seat	Shine L P	Senior Assistant.II	SEIPS, Punching etc.
24	D.18 Seat	Prince V P	Junior Assistant	Employees Welfare Fund.
25	NA	Theresa Sunitha	Typist	NA
26	NA	Leela C B	Assistant Sales Woman (OA)	Tapal.
27	NA	Alin A A	Assistant Sales Woman (OA)	Despatch.
28	NA	Roshima Das	Assistant Sales Woman (OA)	SEIPS/Punching.

29	NA	Sherafiya K A	Assistant Sales Woman (OA)	Tapal.
30	NA	Gigi O V	Assistant Sales Woman (OA)	Despatch.
31	NA	Indhu K	Assistant Sales Woman (OA)	Tapal.
32	NA	Nisha T C	Assistant Sales Woman (OA)	Record.