

ADMINISTRATIVE DEVELOPMENT PROGRAMME - 2018-2019

ATTENDANCE SHEET

WORKSHOP ON MANUAL OF OFFICE PROCEDURE

| Sl No | Name of the participant(s) | Designation        | Signature      |                |                |                |                |
|-------|----------------------------|--------------------|----------------|----------------|----------------|----------------|----------------|
|       |                            |                    | 20-Aug         | 21-Aug         | 22-Aug         | 23-Aug         | 24-Aug         |
| 1     | Moideen Kutty Thanikkal    | Jr. Superintendent | <del>Kt</del>  | <del>Kt</del>  | <del>Kt</del>  | <del>Kt</del>  | <del>Kt</del>  |
| 2     | Smt.A.A. Suharabi          | Head Accountant    | <del>SA</del>  | <del>SA</del>  | <del>SA</del>  | <del>SA</del>  | <del>SA</del>  |
| 3     | Sri.K.K.Safaralighan       | Librarian(UGC)     | <del>SK</del>  | <del>SK</del>  | <del>SK</del>  | <del>SK</del>  | <del>SK</del>  |
| 4     | Sri.A.M. Siddique Babu     | Computer Assistant | <del>SA</del>  | <del>SA</del>  | <del>SA</del>  | <del>SA</del>  | <del>SA</del>  |
| 5     | Sri.Hamza K.               | Mechanic           | <del>HK</del>  | <del>HK</del>  | <del>HK</del>  | <del>HK</del>  | <del>HK</del>  |
| 6     | Smt.K.K. Ally              | NTS                | <del>KA</del>  | <del>KA</del>  | <del>KA</del>  | <del>KA</del>  | <del>KA</del>  |
| 7     | Smt.P.M. Arifa             | NTS                |                |                |                |                |                |
| 8     | Sri.N.M. Karim             | NTS                | <del>NK</del>  | <del>NK</del>  | <del>NK</del>  | <del>NK</del>  | <del>NK</del>  |
| 9     | Sri.A.M. Kunjumoideen      | NTS                |                |                |                |                |                |
| 10    | Sri.V.M. Salim             | NTS                |                |                |                |                |                |
| 11    | Sri.Firoz Rahman           | NTS                | <del>FR</del>  | <del>FR</del>  | <del>FR</del>  | <del>FR</del>  | <del>FR</del>  |
| 12    | Ms. Naseeba.P.A            | NTS                |                |                |                |                |                |
| 13    | Haseena MH                 | NTS                | <del>M.H</del> | <del>M.H</del> | <del>M.H</del> | <del>M.H</del> | <del>M.H</del> |
| 14    | Navya Ramesh               | NTS                | <del>NR</del>  | <del>NR</del>  | <del>NR</del>  | <del>NR</del>  | <del>NR</del>  |
| 15    | Soudha Ismail              | NTS                | <del>SI</del>  | <del>SI</del>  | <del>SI</del>  | <del>SI</del>  | <del>SI</del>  |
| 16    | Rajeeb P B                 | NTS                | <del>RP</del>  | <del>RP</del>  | <del>RP</del>  | <del>RP</del>  | <del>RP</del>  |
| 17    | Suresh Babu                | NTS                | <del>SB</del>  | <del>SB</del>  | <del>SB</del>  | <del>SB</del>  | <del>SB</del>  |
| 18    | Shareef M A                | NTS                | <del>SM</del>  | <del>SM</del>  | <del>SM</del>  | <del>SM</del>  | <del>SM</del>  |
| 19    | Seenath                    | NTS                | <del>SN</del>  | <del>SN</del>  | <del>SN</del>  | <del>SN</del>  | <del>SN</del>  |
| 20    | Sheji Shanooj              | NTS                | <del>SS</del>  | <del>SS</del>  | <del>SS</del>  | <del>SS</del>  | <del>SS</del>  |
| 21    | Sajitha                    | NTS                | <del>SP</del>  | <del>SP</del>  | <del>SP</del>  | <del>SP</del>  | <del>SP</del>  |
| 22    | Reshmi Suresh              | NTS                | <del>RS</del>  | <del>RS</del>  | <del>RS</del>  | <del>RS</del>  | <del>RS</del>  |
| 23    | Unnikrishnan               | NTS                |                |                |                |                |                |
| 24    | Abdul Salam                | NTS                | <del>AS</del>  | <del>AS</del>  | <del>AS</del>  | <del>AS</del>  | <del>AS</del>  |
| 25    | Abdul Naser                | NTS                |                |                |                |                |                |
| 26    | Sheji K I                  | NTS                | <del>SK</del>  | <del>SK</del>  | <del>SK</del>  | <del>SK</del>  | <del>SK</del>  |
| 27    | Khadeeja P P               | NTS                |                |                |                |                |                |
| 28    | Zeenath P A                | NTS                | <del>ZA</del>  | <del>ZA</del>  | <del>ZA</del>  | <del>ZA</del>  | <del>ZA</del>  |
| 29    | Nilsha M A                 | NTS                | <del>NA</del>  | <del>NA</del>  | <del>NA</del>  | <del>NA</del>  | <del>NA</del>  |
| 30    | Sajitha P A                | NTS                | <del>SA</del>  | <del>SA</del>  | <del>SA</del>  | <del>SA</del>  | <del>SA</del>  |
| 31    | Mohammed                   | NTS                | <del>MO</del>  | <del>MO</del>  | <del>MO</del>  | <del>MO</del>  | <del>MO</del>  |
| 32    | Rafiyath P M               | NTS                |                |                |                |                |                |