

# INKEL Limited

A Public Private Partnership Initiative  
CIN:U45209KL2007PLC020471

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## Office Order

No. INKEL/MD/OO/2022/1456

Dated: 23<sup>rd</sup> April 2022

### **Sub: INKEL – Establishing – Training cell – In-charge – Orders issued**

Development of Human Resources is critical for organisations to grow. INKEL being one of the SPVs accredited by Government of Kerala and entrusted with construction of large projects by KIIFB needs a strong, committed and skilled workforce. IN this regard, it is essential to impart training to employees in various sectors concerning INKELs core activities.

In the circumstances, Ms. Smitha Mariam, DGM is appointed as in-charge officer for training activities. She will coordinate with other senior officer and enlist the training needs for various sections of the employees. Further, she is allowed to operate the Budget Head allocated for this purpose, by submitting the training proposals to GM (Finance) and conduct the sessions as per the suggested training schedule enclosed. Efforts should be made to get maximum training sessions in-house by using internal resources as well as out-sourcing experts from the market / educational institutions. A report should be filed to the Managing Director on completion of the each session outlining the number of participants, key learnings, and feedback of the participants. All the faculty shall be scored on the feedback and those with higher feedback score can be engaged repeatedly.

A quarterly report on the training sessions conducted should be reported to the undersigned.

  
Managing Director 23/4/2022

To

Ms. Smitha Mariam, DGM  
Chief Engineer  
GM (Finance)  
Company Secretary  
Deputy Manager (Legal)  
General Managers  
DGMs/ RCMs/PMs  
All staff  
Office Copy