

**PROCEEDINGS OF THE CHIEF EXECUTIVE OFFICER**  
**KERALA INFRASTRUCTURE AND TECHNOLOGY FOR EDUCATION**  
**THIRUVANANTHAPURAM**

PRESENT: ANVAR SADATH.K,

**KITE - Ms.Deepa Anirudhan, Manager (Legal and Administration) designated and assigned duties of CMO Portal Charge Officer in KITE - Orders issued**

**Order No. KITE/2022/1538 (10) dated 22<sup>nd</sup> April 2022**

- Read
1. GO (Rt.) No111/2022/P&ARD dated 28.03.2022.
  2. Govt Circular No.CMCC-4/10/2022-CMCC dated 31.03.2022.

Govt vide reference 1<sup>st</sup> read has directed all departments to assign a CMO Portal Charge Officer in their institution, for monitoring and updating the details in the CMO portal on a regular basis. Ms.Deepa Anirudhan, Manager -Legal & Administration of KITE has been identified as the CMO Portal Charge Officer of KITE.

Ms.Deepa Anirudhan, Manager -Legal & Administration is therefore designated as the CMO Portal Charge Officer of KITE with immediate effect, and assigned the duties attached to the post. The Officer would monitor and the update the progress of grievances and complaints in the CMO portal and will discharge her duties in consultation with Chief Executive Officer.

  
CHIEF EXECUTIVE OFFICER

Copy to:  
The Officer Concerned / Stock file

**Contact Details of CMO Portal Charge Officer of KITE**

Ms.Deepa Anirudhan  
Manager (Legal & Administration)  
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Visiting time: 3 PM- 4 PM on Working days