

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
Prajoe Towers, Vazhuthacaud,  
Thiruvananthapuram-14

Cir.No.16/2011/EA4/HRD

Date: 18/7/2011

CIRCULAR

Sub:- IHRD - General Transfer 2011-2012 - Applications invited for submission of option on the basis of review - Reg.

- Ref:-
- 1) Circular No.5/2011/EB1/HRD dated 28/1/11
  - 2) Proceedings No.EA2/1685/2008/HRD(1) dated 25/2/11 of the Director, IHRD.
  - 3) Proceedings No.EA2/1685/2008/HRD dated 10/5/2011 of the Director, IHRD.
  - 4) Circular No.14/2011/EA4/HRD dated 8/7/2011.

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As per reference 1<sup>st</sup> cited, applications were invited for General Transfer 2011-2012. On the basis of the applications received in this regard, transfer orders were issued to some categories of staff. Subsequently, it has been brought to the notice that several staff are working on working arrangement/ accommodated against other posts.

As per the Circular 4<sup>th</sup> cited, instructions were issued to all heads of institutions under IHRD to revert such staff to their parent institutions and the transfer orders already issued to some categories of posts were cancelled.

Now the revised staff pattern have come into effect vide Proceedings read as 2<sup>nd</sup> and 3<sup>rd</sup> paper above and there are some open vacancies in respect of various categories of posts. Hence options are invited from among desiring staff of IHRD in the format attached for transfer to open vacancies against the sanctioned posts as per the revised staff pattern. The staff who have already submitted applications for transfer are also permitted to submit revised options if required. The last date of receipt of option in IHRD Head Quarters is 25/7/2011. Belated applications will not be considered under any circumstances.

The Circular shall be circulated among the staff and obtain their dated acknowledgement.

The Head of Institutions who have not yet furnished the compliance report on this office Circular 4<sup>th</sup> cited shall forward the same to this office along with the option so as to enable this office to process the option form without further delay.

E-mail facility can also be used, if desired.

*Sd/-*

Prof.V.Subramony,  
DIRECTOR

To

- 1) All Heads of associate Institutions under IHRD
- 2) All Additional Directors
- 3) Administrative Officer
- 4) Finance Officer
- 5) All Section heads in IHRD HQ.
- 6) S.F.
- 7) O.C.

Approved for Issue,

*Sd/-*

Administrative Officer

Circular No.16/2011/EA4/HRD Dated 18/7/2011

Form of Option for Transfer to Open Vacancy as per the revised Staff Pattern

1	Name of Institution	
2	Name of employee	
3.	Designation	
4.	Date of Birth	
5.	Religion & Community	
6.	Native Place	
7.	Native District	
8.	Date of commencement of service under IHRD  Contract Regular	
9.	Date from which continuing in the present institution/group of institutions in the present post/ designation	
10	Details of service under IHRD prior to transfer to the present institution	
11	Whether husband/wife is an IHRD employee? If so, furnish details.	
12	Whether undergoing part-time study in Engineering College/ Polytechnic in the state on the basis of NOC and if so from which date?	
13.	Whether the employee is under inter-caste married class? (If so, furnish a copy of marriage certificate and caste certificate issued by the competent authority duly attested. The place of working of the spouse should also be furnished).	
14	Whether the employee is a dependent of serving defence personnel? Furnish attested copies of documents	
15	Institution opted (according to choice, maximum 3 choices)	1.
		2.
		3.

16.	Whether applied for General Transfer 2011-2012. If yes, name of institution opted for transfer	
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Certified that the above informations are true and correct to the best of my knowledge and belief.

Name & Signature of the employee

Declaration

This is to certify that the details furnished above pertaining to Shri./Smt..... is verified with the relevant records and found correct.

Place:

Date:

Signature of Head of Institution