



**Institute of Human Resources Development  
Prajo'e Towers, Vazhuthacaud  
Thiruvananthapuram-14**

**PROCEEDINGS**

IHRD – Revision of Scale of Pay of IHRD employees – Sanction accorded – Orders issued.

*No.EA2/3266/2011/IHRD*

*Dated, Thiruvananthapuram, 14<sup>th</sup> January 2015*

- Read: - 1. G.O (P) No. 85/2011/Fin. dated 26.02.2011.  
2. G.O (Ms.) No. 939/14/H. Edn. dated 09.12.2014.  
3. Circular No.42/2011/Fin dtd 15.07.2011  
4. Resolution of the 21<sup>st</sup> Governing Body of IHRD dated 09.12.2014

**ORDER**

In the Government order read as first paper above, the orders on revision of scale of pay and allied matters for scale of pay for State Government employees issued vide G.O (P) No. 85/2011/Fin. dated 26.02.2011 has been extended to IHRD employees also with effect from 01.07.2009 subject to certain terms and conditions. The existing scale of pay and the corresponding revised scale of pay of various categories of post under IHRD as approved by Government is appended to this order as Annexure –I.

- (2) These orders will be applicable to all regular employees including Part time staff under IHRD except the following categories.
- 1) Director
  - 2) Additional Director
  - 3) Joint Director
  - 4) Principal (Engineering Colleges)
  - 5) Professor/ Assistant Professor/ Lecturer in Engineering/Technology faculties in Engineering Colleges.
- (3) The revised scale of pay and allowance will be granted in cash with effect from 01.01.2015 onwards. The fixation of pay and arrears in the revised scale of pay for the period from 01.07.2009 to 31.12.2014 will be notional. The orders for disbursement of arrears for the period from 01.07.2009 to 31.12.2014 will be issued later separately.
- (4) The rules for fixation of pay in the revised scales will be the same as given in Annexure-2 of the Government Order read as second paper above. The employees are allowed to exercise option for the revised scale in the prescribed format as per Annexure-3 of the Government Order. The option in writing is to

be executed within a period of six months from the date of this order. Option once exercised shall be final. Those who do not exercise option within the stipulated period will be deemed to have opted for 01.07.2009 and the fixation will be done accordingly.

- (5) In case of State Government employees absorbed to IHRD service, the fixation of pay will be done reckoning their service under State Government Service also.
- (6) The heads of all institution under IHRD are authorized to accept the option and order of fixation of pay in the revised scale of pay of all regular employees under their control. The option and pay fixation statement should be entered in the service book of the staff members concerned under proper attestation.
- (7) Necessary undertaking for recovery of over payment, if any, on account of wrong fixation of pay should be obtained from the incumbent before the payments are made.
- (8) A specimen form for fixation of pay is appended.
- (9) The pay fixation of employees should be checked during internal audit.
- (10) Copy of the Government Order read as II paper above along with Annexure 1&2 there on also appended herewith for necessary action.
- (11) All the Head of the institutions under IHRD will be held personally responsible for any deviation from the above said conditions, while implementation of pay revision as per G.O. (Ms.) 939/14/H.Edn. dated 09.12.2014
- (12) The Head of Institution shall fix the pay in respect of all regular hands in Roll in accordance with the conditions specified above.



*Dr. S Sheela*  
**DIRECTOR,**

To

- 1) *All Heads of associate institutions under IHRD*
- 2) *Deputy Director*
- 3) *Administrative Officer*
- 4) *Finance Officer*
- 5) *Assistant Executive Engineer*
- 6) *Office Superintendent of Establishment Section*
- 7) *All Section Heads in IHRD Head Quarters*
- 8) *Finance Section*
- 9) *S.F*
- 10) *O.C*

01..17.12.2014



STATEMENT OF FIXATION OF PAY IN THE REVISED SCALE

SANCTIONED I GO (P) No.85/2011/Fin dated 26.02.2011

(Read 1. GO (P) No143/2011/Fin dated 30.03.2011

2. G.O (M.S) No. 939/14/H. Edn dated 09.12.2014

3. IHRD Order No. EA2/3266/2011/HRD dated, 14.01.2015)

1. Sl. No. and date of option :
2. Name & Designation of the Government Servant :
3. Post held as on 01.07.2009/Date of option :
4. **Date elected to come over to the revised scale** :
5. Date of commencement of regular service :
6. Completed years of service as on date  
(Ref : Rule 4 in Annexure II) :
7. Existing scale of pay (in full) as on date of option :
8. Revised scale of pay (in full) as on date of option :
9. (a) Basic pay in the existing scale of pay including increments/ stagnation increments on the date of change over to the revised scale (Rue 3 (a) of Annexure II) :  
(b) Personal Pay, if any, not specifically ordered to be absorbed in future increase of pay :  
(c) Special Pay drawn in lieu of higher time scale pay, provided there is no special pay attached to the revised scale: :
- Note: Any other special pay drawn, in addition to pay drawn in the existing scale shall not be reckoned for fixation in the revised scale
- (d) DA admissible at the rate of 64% on pay as above :
10. (i) Fitment benefit  
10% of basic pay subject to a minimum of Rs. 1000/- :  
(ii) Weightage for service (1/2% of basic pay for each completed year of service subject to a maximum of 15% for 30 completed years of service :  
11. **Total** :  
12. Next stage (the amount completed against item 11 may be stepped up to the next stage in the Revised scale) :  
13. **Pay fixed in the revised scale** :  
14. Date of next increment in the Revised Scale of pay and pay on accrual of such increment. :  
15. Remarks :

Signature  
Drawing Officer  
Name  
Designation

Signature  
Countersigning Officer  
Name  
Designation

Station  
Date

**ANNEXURE II**

(See Rules for fixation of pay)

**FORM OF OPTION**

I.....

.....hereby elect to the revised scale of

Rs.....

with effect from.....

or

I.....

.....hereby elect to continue in the existing scale of pay of

Rs.....

of my substantive/officiating post mentioned below till..... from which  
date, I may be given the corresponding higher scale.

I hereby agree to refund the excess pay and allowances, if any; drawn by me, in case it  
is found later that I have been paid such excess (even if, it is due to erroneous fixation)

**Signature**

**Name**

**Station :**

**Designation**

**Date :**

**Office/Department**