



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

EA2/3266/2011/IHRD (1)

Dated, 10.02.2015

CIRCULAR

Sub:- IHRD - Fixation of pay as per revised Scale of Pay to IHRD employees – reg.

Ref:- 1. G.O (Ms.) No. 939/14/H. Edn. dated 09.12.2014.

2. This office order of even no. dated 14.01.2015

All heads of institutions under IHRD are hereby instructed to sanction the revised pay only to those employees who come under the sanctioned posts, as per the revised IHRD staff pattern - as a whole & pay revision order, based on their seniority to the post published by IHRD, which is available in the IHRD website. As per the approved staff pattern of IHRD the posts of Library Assistant / Lab Assistant and Last Grade Servant are limited to 53 and 72 respectively. Hence, as per seniority list (No. EB2/7551/2012/HRD dated 01.01.2015 & EB2/7824/2012/HRD dated 01.01.2014) Sl. No. upto 53 (Lab Assistant/ Library Assistant) and up to 72 (Last Grade Servant) are eligible for fixation of pay. All Heads of Institutions are therefore requested to limit fixation of pay of Library Assistant / Lab Assistant & Last Grade Servant in the seniority list serial no up to 53 (Library Assistant/ Lab Assistant) and 72 (Last Grade Servants) respectively. The fixation of pay of the excess staff working in the posts of Library Assistants / Lab Assistants & Last Grade Servants can be considered after getting sanction from the Government.

Dr. S Sheela
DIRECTOR

To

- 1) *All Head of Institutions (through soft copy)*
- 2) *Administrative Officer*
- 3) *Finance Officer*
- 4) *Establishment Section Superintendent*
- 5) *S.F*
- 6) *O.C*

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