



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

**PROCEEDINGS**

IHRD – Posts of Senior Office Assistant and Junior Office Assistant got included in revised Staff Pattern – Revised scale of pay sanctioned - Orders issued.

*No.EA4/16025/2011/HRD (2)*

*Dated, Thiruvananthapuram, 11<sup>th</sup> November 2015*

- Read:-**
1. GO(P) No. 85/2011/Fin dated 26.02.2011
  2. GO(Ms) No.. 939/14/H.Edn dated 09.12.2014
  3. This office proceedings No. EA2/3266/2011/HRD dated 14.01.2015
  4. GO(Ms) No. 636/15/H.Edn dated 04.11.2015
  5. This office proceedings No. EA4/16025/2011/HRD (1) dated 11.11.2015

**ORDER**

The revised scales of pay and other benefits of the 9<sup>th</sup> pay revision were extended to IHRD employees with effect from 01.07.2009, vide order read 2<sup>nd</sup> paper above and the same was implemented in IHRD, vide proceedings read 3<sup>rd</sup> paper above. But certain categories of employees were not given the benefits of the pay revision owing to non inclusion of the posts in the revised Staff Pattern and non sanctioning of pay scales applicable to such categories. Government, vide order read 4<sup>th</sup> paper above, have now accorded sanction for the conversion of 50% of sanctioned posts of Office Assistants as Senior Office Assistants in the scale of pay of Rs. 6680 – 10790/- (Pre revised scale) and Rs.13210-22360/- (Revised scale) and 5 posts of Office Assistant as Junior Office Assistant in the scale of pay of Rs. 4630-7000/- (Pre-revised scale) and Rs. 8730-13540/- (Revised scale). Accordingly as per the reference read 5<sup>th</sup> above the revised Staff Pattern has been suitably amended and orders issued subject to ratification by Executive Committee of IHRD.

Under these circumstances, sanction is accorded to make applicable the revised scale of pay as sanctioned by Government in the order read 4<sup>th</sup> above and to extend the benefits of the 9<sup>th</sup> pay revision on the same terms and conditions

depicted in orders read (2) and (4) above, to the under mentioned categories with effect from 01.07.2009 subject to ratification by Executive Committee of IHRD.

Sl No	Category	Pre revised scale of pay	Revised Scale of pay
1.	Senior Office Assistant	6680-10790	13210-22360
2.	Junior Office Assistant	4630-7000	8730-13540

Following directions are also issued in this regard.

- (i) The monetary benefits of the revised pay scales will be granted in cash with effect from 01.01.2015. Orders on payment of arrears for the period upto 31.12.2014 will be issued separately.
- (ii) The rule of fixation of pay in the revised scale of pay will be the same as given in the order read 1<sup>st</sup> paper above.
- (iii) The incumbents coming under the newly sanctioned scales of pay shall exercise their option within one month from the date of issue of this order.

This proceedings is issued as a supplementary order to this office proceedings read 3<sup>rd</sup> above and will be subject to ratification by the Executive Committee.

Sd/-  
Dr. K. Vijayakumar  
DIRECTOR(i/c)

To

1. The heads of all associate institutions
2. Deputy Director
3. Administrative Officer
4. Finance Officer
5. All section heads in IHRD HQ
6. EA1 section
7. EA2 section
8. CA I and CA II
9. SF
10. O.C

Forwarded / By Order

  
Administrative Officer

21.11.2015