



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

Cir.No.EA2/3266/2011/HRD

Dated, 5th June, 2015

CIRCULAR

Sub:- IHRD – Fixation of pay in the revised scale of pay to employees coming under sanctioned post – further instructions issued – reg.

Ref:- This office Circular No.EA2/3266/2011/HRD dated 10.02.2015

As per this office circular cited above, it has been instructed to sanction the revised scale of pay as per G.O (MS) No. 939/14/H.Edn dated 09.12.2014 to IHRD employees taking into account sanctioned posts as a whole under each category. But it is understood that some personnels have not received the benefits of the revised pay scales for want of sanctioned post in their category, in the institution in which they are working at present. On a scrutiny of the staff position it has come to notice that the number of regular hands working in various institutions under IHRD are within the limits of sanctioned posts under the revised staff pattern except those in the following categories.

1. Foreman (Mechanical)
2. Library/ Lab Assistants
3. Technical Store Keeper (Selection Grade I)
4. Confidential Assistant (Senior Grade)
5. Confidential Assistant (Selection Grade)
6. Senior Office Assistant
7. Junior Office Assistant
8. Driver Grade I
9. Last Grade Servant/ Sweeper cum Peon

There is no justification in denying revised pay scales to employees who are within the sanctioned limit but at the same time working in an institution where there is no sanctioned post, pending redeployment of staff. Under these circumstances, all heads of institutions under IHRD are directed to extend the benefits of the revised pay scale to all categories of employees other than the above mentioned 9 categories who come under the sanctioned post in each category as a whole, irrespective of the institution, as per the revised staff pattern and where there is a revised pay scale is sanctioned to that category.

In the case of Last Grade Servant and Library / Lab Assistants the circular instruction issued on 10.02.2015 and 18.03.2015 will continue to be made applicable for granting of revised pay scales.



Dr. K. Vijayakumar
DIRECTOR (i/c)

To

- 1) *All head of the institutions (by email)*
- 2) *Administrative Officer*
- 3) *Finance Officer*
- 4) *Establishment Superintendent*
- 5) *SF*
- 6) *OC*