



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

PROCEEDINGS

IHRD- Granting of Time Bound Higher Grade Promotion to permanent employees –
Revised guidelines – Approved – Orders issued.

No. EA2/3266/2011/IHRD


Dated, Thiruvananthapuram, 06.07.2015

- 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. G.O (Ms.) No. 223/2015/H.Edn. dated 30.05.2015
4. Note no.5400/15/M.Edn. dated 27.06.2015

ORDER

Government have accorded sanction for extending the benefits of revised pay scales applicable to Government employees to IHRD staff with effect from 01.07.2009, vide Government order read 2nd above. The revised pay scales have been introduced in IHRD as per proceedings no EA2/3266/2011/HRD dated 14.01.2015. As per the Government order read 3rd above, Government have sanctioned time bound higher grade applicable to Government employees to all permanent employees of IHRD on the same terms and conditions as laid down in Annexure III of the Government order read 1st above. The existing guidelines for granting of time bound higher grade to IHRD employees were issued in proceedings no. EA2/3211/2006/HRD dated 05.10.2009. In view of the present scheme sanctioned by the Government, the guidelines for granting grade promotion to IHRD employees are revised and appended. The revised guidelines for granting time bound higher grade promotion shall be effective from 01.07.2009 notionally and monetary benefit only with effect from the date of order.

All permanent employees under IHRD are allowed to exercise their option to the revised time bound higher grade promotion, in the prescribed format in writing as per the revised guidelines attached herewith.


Dr. K. Vijayakumar
Director (i/c)

To

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

Revised Guidelines
for granting time bound higher grade
to IHRD employees based on the scheme sanctioned in Annexure-III of
GO(P)No.85/2011/Fin. dated 26-02-2011 and stand extended to IHRD
employees as per GO(MS) No.223/2015/H.Edn. dated 30-05-2015

IHRD is an autonomous institution established by Government of Kerala and has been functioning as such since 28-01-1987. The service conditions of IHRD employees are regulated based on the rules and procedures as applicable in Government service. The pay revision granted to Government employees from time to time had been extended to IHRD employees with the approval of Government. The 9th pay revision ordered to Government employees in GO(P) No.85/2011/Fin. dated 26-02-2011 had been extended to IHRD employees and the same has been implemented as per Proceedings No.EA2/3266/2011/HRD dated 14-01-2015 of Director, IHRD. Government have now accorded sanction for extending the scheme of Time bound grade promotion to IHRD employees as per the terms and conditions laid down in Annexure-III of GO(P)No.85/2011/Fin. dated 26-02-2011. Having examined the scheme sanctioned by Government and the existing guidelines for granting time bound higher grade to IHRD employees, the following revised guidelines are issued:

- (1) The time bound higher grade will be sanctioned to permanent employees of IHRD, strictly following the rules relating to option, fixation of pay, time bound higher grade and stagnation increment stipulated in GO(P)No.85/2011/Fin. dated 26-2-2011. The period of regular service in IHRD and institutions under IHRD only will be reckoned for service weightage. Subject to Para 6 below, employees who remain in their entry posts in the scales of pay ranging from Rs.8500-13210/- to Rs.9940-16580/- will be granted four higher grades on completion of the following specified periods of service in their posts.

- (i) The first time bound higher grade on completion of 8 years of service in the entry post.
- (ii) The second time bound higher grade on completion of 15 years of service in the entry post and the first regular promotion post/time bound higher grade taken together.
- (iii) The third time bound higher grade on completion of 22 years of total service in the entry post and the regular promotion posts(s)/time bound higher grade (s) taken together.
- (iv) A fourth time bound higher grade on completion of 27 years of total service in the entry post and the regular promotion post(s)/time bound higher grade (s) taken together.
- (2) An employee who remain in their entry post on scales of pay ranging from Rs.8500-13210/- to Rs.13900-24040/- will be granted their higher grades on completion of the period of qualifying service in their posts as follows with the scales of pay shown in Table-I.

TABLE-I

| Revised pay scales in the entry post | 1 st time bound higher grade in the entry post | 2 nd time bound higher grade | 3 rd time bound higher grade | 4 th time bound higher grade |
|--------------------------------------|---|---|---|---|
| 8500-13210 | 8730-13540 | 8960-14260 | 9940-16580 | 10480-18300 |
| 8730-13540 | 8960-14260 | 9190-15780 | 9940-16580 | 10480-18300 |
| 8960-14260 | 9190-15780 | 9940-16580 | 10480-18300 | 11620-20240 |
| 9190-15780 | 9940-16580 | 11620-20240 | 13900-24040 | 14620-25280 |
| 9940-16580 | 11620-20240 | 13900-24040 | 14620-25280 | 16180-29180 |
| 10480-18300 | 11620-20240 | 13900-24040 | 14620-25280 | Nil |
| 11620-20240 | 13210-22360 | 13900-24040 | 16180-29180 | Nil |
| 13210-22360 | 13900-24040 | 16180-29180 | 16980-31360 | Nil |
| 13900-24040 | 14620-25280 | 16180-29180 | 16980-31360 | Nil |

- (3) Those on entry posts with pay scales ranging from Rs.14620-25280 to Rs.21240-37040 will be granted two time bound higher grades, the first on completion of 8 years of service in the entry post and the second on completion of 15 years of total service in the entry post and first promotion post/higher grade together.

TABLE-II

| Revised pay scale in the entry post | 1 st time bound higher grade for 8 years of service in the entry post | 2 nd time bound higher grade for 15 years of service |
|-------------------------------------|--|---|
| 14620-25280 | 16180-29180 | 18740-33680 |
| 15380-25900 | 16980-31360 | 19240-34500 |
| 16180-29180 | 18740-33680 | 20740-36140 |
| 16980-31360 | 18740-33680 | 20740-36140 |
| 18740-33680 | 20740-36140 | 22360-37940 |
| 19240-34500 | 20740-36140 | 22360-37940 |
| 20740-36140 21240-37040 } | 22360-37940 | 24040-38840 |

- (4) For direct recruits against posts carrying the scales of Rs.22360-37940 to Rs.29180-43640 one higher grade promotion in the scale as shown below will be given on completion of 8 years of service.

TABLE-III

| Revised scale of pay in the entry post | Time bound higher grade for 8 years of service in the entry post |
|--|--|
| 22360-37940 | 24040-38840 |
| 24040-38840 | 29180-43640 |
| 29180-43640 | 36140-49740 |

- (5) For incumbents of posts on scales of pay above Rs.29180-43640, no time bound higher grade will be allowed.
- (6) If there is a promotion post in respect of the categories of posts (entry) coming under pay range from Rs.8730-13540 to Rs.16980-31360 and its scale of pay is higher than the time bound higher grade proposed above, then the qualified incumbent will be

given the scale of pay of the promotion post in the direct line of promotion as time bound higher grade. While assigning higher grade only qualified hands will get the scales of pay of regular promotion posts. Unqualified hands will be allowed the next higher scale of pay above that of the scale of pay of the post held at that time, in the standard scales of pay.

- (7) If the scale of pay of the promotion post is lower than the time bound higher grade proposed in the Table, the scale of pay of time bound higher grade specified above will be given by reckoning the total service in both the lower post and promotion post together. In such cases the fixation under Rule 30 Part-I KSR will be admissible.
- (8) In all cases of regular promotions from time bound grades to posts carrying the same or higher time scale of pay, the pay in the promoted scale will be fixed in terms of Rules 30, Part I KSR.
- (9) In respect of categories of post coming under the pay scale ranging from Rs.18740-33680 to Rs.21240-37040 the time bound higher grade will be as specified in Table II above. Scales of pay of promotion post will not be given in these cases. This is applicable in the case of employee enjoying scale of pay of Rs.18740-33680 and above whether by regular promotion or by time bound higher grade. Corresponding revised scale of pre-revised grade scale (as per annexure-I of GO(P) No.85/2011/Fin dated 26-2-2011) will not be allowed in such cases.
- (10) In the case of time bound grade promotion to higher scale of pay, the pay in the higher time scale will be fixed in terms of Rule 28 A Part I KSR i.e., one notional increment will be given and thereafter the pay in the higher grade scale will be fixed at the next stage above the pay in the lower time scale, as on the date of the higher grade promotion, irrespective of whether it is a stage in the higher time scale or not. Re-fixation based on due date of increment in the lower scale will not be given.

- (11) In case the 15/22 year higher grades as per the table above are equal to or lower than the first promotion post/second promotion post as the case may be, that grade(s) will be modified and fixed at the next higher scale(s) above that of the promotion post(s) in the list of standard scales of pay.
- (12) The service rendered in the entry post and reckoned for normal increments may be treated as the qualifying service for granting higher grades in the post.
- (13) The term "entry post" shall be defined as the post to which an employee is initially appointed in IHRD service by direct recruitment by the competent authority. However, promotion to a post in the direct line of promotion in a category to be made on the basis of select list prepared by the Selection Committee, cannot be treated as direct recruitment for allowing the benefit of time bound higher grade. The time bound higher grade admissible will be determined with reference to the initial entry post in the present category only. Service in different posts having same scale will not be treated as qualifying service. Those who get regular promotion or appointment to higher posts within the period specified for each time bound higher grade may not be granted further time bound higher grade during the period.
- (14) All appointments to a post which is not in the direct line of promotion made on the basis of Select List prepared by IHRD will also be treated as equivalent as entry post for sanctioning time bound higher grade. However, promotion to a post in the direct line of promotion cannot be treated as entry post for allowing benefit of the time bound higher grade promotion. For example,
- a) If the Technician Grade-I/Technician Grade-II is appointed as "Lecturer" by internal Selection, the post of Lecturer is treated as entry post for granting of time bound higher grade.

- b) If the Junior System Analyst/Computer Programmer is appointed as "Lecturer/System Analyst" by internal selection, the post of Lecturer/System Analyst is treated as entry post for granting of time bound higher grade.
- c) If the Office Assistant is appointed as Librarian Grade-IV by internal selection, the post of Librarian grade-IV is treated as entry post for granting of time bound higher grade etc. as the case may be.

In other words. It may be clarified that an additional qualification/s is/are prescribed in addition to the qualifications prescribed for a feeder category for promotion through internal selection and appointment made on the basis of qualifications prescribed for the higher post is treated as entry cadre.

- (15) Those who relinquish regular promotions will not be given time bound higher grades as at present. The concerned head of institution shall report the fact to the Director and make an entry in the Service Book with the concurrence of the Director.
- (16) The employees in the scales of pay of Rs.8730-13540 and Rs.8960-14260 will be eligible for reckoning their service in the last grade for allowing 22 years higher grade. This benefit will not be allowed to employees in the posts having the revised scale of Rs.9190-15780 and above.
- (17) Period of leave on loss of pay which will not be taken, into account for granting increments will not be reckoned as qualifying service.
- (18) The employees who are eligible for time bound higher grade scales shall submit a declaration in triplicate in prescribed format (copy attached) that, he/she will have to apply for the promotion post as and when applications are invited by IHRD and accept the promotion. The option for time bound higher grade shall not be allowed beyond date of next increment in the lower scale.

- (19) In future, those employees who refuse to apply for promotion (if application are invited) should be treated as the employees relinquishing regular promotion and they will not be granted time bound grade under any circumstances. The concerned head of institution should report the fact to the Director and make an entry in the Service Book of the employee with the concurrence of the Director.
- (20) In the case of employees who had already availed time bound higher grade, further time bound grade will not be granted in future unless they will have to furnish fresh undertaking that, they will not refuse the regular promotion as and when it become due. This can be made applicable to the IHRD employees who did not apply for promotion earlier but already availed time bound higher grade.
- (21) The revised norms for granting time bound higher grade shall be effective from 01-07-2009 notionally and monetary benefit only with effect from the date of this order. The Head of institutions concerned should verify the cases of all time bound higher grade granted to the employees working under their control and forward specific proposal for revision of time bound already granted , if required, with reference to this order. While forwarding proposal, the Service Book of the employees, Form of Option, declaration duly filled in and countersigned by the Head of Institution shall also be forwarded to the Director, without fail.



Dr.K.Vijayakumar
Director(in-charge)