



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

PROCEEDINGS

IHRD – Promotion of Senior Office Assistants to the post of Head Clerk/Head Accountant/Cashier in the scale of pay of Rs. 14620-25280/- – Orders issued.

No.EA4/17118/2015/IHRD

Dated, Thiruvananthapuram, 24th June 2016

- Read:-*
- 1. This office proceedings No. EA4/16025/2011/IHRD (2) dated 14.01.2015*
 - 2. This office proceedings of even No dated 06.06.2016*
 - 3. Letter No.A3/200/2015/MPCP dated 08.02.2016 from the Principal, Model Polytechnic College, Poonjar.*
 - 4. This office proceedings No. EA4/16025/2011/IHRD (1) dated 14.01.2015.*
 - 5. This office proceedings No. EA4/16025/2011/IHRD (1) dated 11.11.2015.*

ORDER

As per the revised Special Rules implemented in IHRD, vide reference cited (1)above, appointment by promotion upto the level of Junior Superintendents under ministerial categories shall be strictly on the basis of seniority of the feeder categories and on the basis of the latest Performance Evaluation Report. As on date there are 33 vacancies of Head Clerk/Head Accountant/ Cashier in various institutions under IHRD.

In the revised Special Rules, it has been stipulated Senior Office Assistant is the feeder category to the post of Head Clerk/Head Accountant/Cashier. The IHRD had published the revised gradation list of Senior Office Assistants vide reference read (2) above and seven personnels included in the Gradation list have since retired from IHRD service. Smt. Mary Varghese, Senior Office Assistant, Model Polytechnic College, Poonjar has

relinquished her promotion as Head Clerk permanently, vide reference cited (3) above.

Under these circumstances, based on the seniority in the revised Gradation list and on the basis of the Performance Evaluation Report furnished by the respective Head of institution, the under mentioned Senior Office Assistants under IHRD are promoted as Head Clerk/Head Accountant/Cashier in the pay scale of Rs. 14620-25280/-in the vacancies existing as on date and are posted to the institutions noted against their names with immediate effect.

<i>Sl.No.</i>	<i>Name, Designation & Present institutions</i>	<i>Institution to which appointed on promotion</i>
1.	Smt. Beena Varkey Senior Office Assistant THSS, Muttom, Thodupuzha	CAS, Kaduthuruthy
2.	Smt. Brigit V.V Senior Office Assistant MTHSS, Kaloor	MEC, Ernakulam
3.	Sri. Mujeeb Rahuman. I Senior Office Assistant CAS, Calicut	CE, Attingal
4.	Sri. Shaji. M.Muttampurath Senior Office Assistant CAS, Calicut	CAS, Neeleswaram
5.	Sri. Abdul Salam. E.P Senior Office Assistant THSS, Vattankulam	CAS, Mananthavady
6.	Sri. Rajesh. C.D Senior Office Assistant CE, Cherthala	CE, Cherthala
7.	Smt. Dali Joseph Senior Office Assistant CAS, Vadakkenchery	CAS, Vadakkencherry
8.	Sri. Ciby John Malekudiyil Senior Office Assistant CAS, Thodupuzha	MPT, Painavu

9.	Sri. Babu Sukumaran Senior Office Assistant THSS, Muttom, Thodupuzha	CAS, Nedumkandam
10.	Smt. Sheeḃa. K Senior Office Assistant MPT, Vadakara	MPT, Vadakara
11.	Smt. Deepa. K. Jose Senior Office Assistant MEC, Ernakulam	MTHSS, Kaprassery
12.	Sri. Viswamohanan Pillai. K Senior Office Assistant CE, Adoor	MPT, Karunagappally
13.	Smt. Molly K. John Senior Office Assistant THSS, Puthuppally	CAS, Kanjirappally
14.	Sri. Firoz Khan. K Senior Office Assistant THSS, Vattamkulam	CAS, Kuzhalmannam
15.	Sri. Niyas. V Senior Office Assistant THSS, Kozhikode	CAS, Malampuzha
16.	Smt. Shamlā. K.S Senior Office Assistant CE, Chengannur	CAS, Konni
17.	Smt. Sheeḃa Abraham Senior Office Assistant CE, Chengannur	Headquarters, TVM
18.	Smt. Sheeḃamol. K.K Senior Office Assistant CAS, Payyappady	CE, Karunagappally
19.	Smt. Lysamma Mammen Senior Office Assistant THSS, Mallappally	MPT, Kuzhalmannam
20.	Sri. Manoj K. Mathew Senior Office Assistant CE, Kalloppāra	CE, Karunagappally
21.	Sri. Baby John Senior Office Assistant CE, Adoor	CE, Kottarakkara
22.	Sri. Vijayadas. T.M Senior Office Assistant CAS, Vattamkulam	CAS, Vattamkulam

23.	Smt. Geetha Devi. G Senior Office Assistant CE, Adoor	CE, Adoor
24.	Smt. Beena Jacob Senior Office Assistant CAS, Kaduthuruthy	CE, Poonjar
25.	Smt. Filly K.J Senior Office Assistant THSS, Varadium	MPT, Mala
26.	Sri. Bijumon. K Senior Office Assistant CAS, Neruvambram(Payyannur)	CAS, Iritty
27.	Smt. Remani. V.C Senior Office Assistant MPT, Kalliassery	CAS, Pinarayi
28.	Smt. Mercy. K. Thomas Senior Office Assistant CAS, Adoor	Headquarters, TVM
29.	Sri. Satheesh Babu. G Senior Office Assistant CE, Kalloppa	CAS, Kundara
30.	Sri. Venugopal. G Senior Office Assistant CAS, Mallappally	THSS, Peerumedu
31.	Smt. Soly Joseph Senior Office Assistant CAS, Thodupuzha	CAS, Chelakkara
32.	Smt. Leena. P.S Senior Office Assistant CE, Poonjar	CAS, Nattika
33.	Sri. Gino Alex Senior Office Assistant THSS, Mallappally	CAS, Kodungallur

They will be on probation for a period of one year within a continuous period of two years from the date of joining duty. The inter-se seniority of the promotees will be as in the order of seniority as mentioned above subject rules and regulations.

The retired officials upto the cadre of Superintendent engaged against the post of Head Clerk shall be relieved on joining duty of the regular hands, without fail as per the terms and conditions of their engagement.

The Heads of institution concerned will report the date of relief/joining duty of the incumbents in the promoted post, to this office without fail.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

To:-

1. *The incumbents concerned*
2. *Head of the institutions concerned*
3. *Administrative Officer*
4. *Finance Officer*
5. *CA I*
6. *CA II*
7. *SF*
8. *OC*

Forwarded/By Order


Office Superintendent



**Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud,
Thiruvananthapuram-14**

PROCEEDINGS

IHRD– Promotion and posting of Head Clerk/Head Accountant/Cashier in the scale of pay of Rs. 14620-25280/- – Erratum – Orders issued.

No.EA4/17118/2015/IHRD

Dated, Thiruvananthapuram, 25th June 2016

Read:- This office proceedings of even No. dated 24.06.2016.

ORDER

In this office proceedings read above, 33 Nos of Senior Office Assistants under IHRD were promoted as Head Clerk/Head Accountant/ Cashier in the scale of pay of Rs. 14620-25280/- in the vacancies existing as on date in various associate institutions. In Sl No. 10 of the proceedings, Smt. Sheeba. K Senior Office Assistant, Model Polytechnic College, Vadakara is mistakenly posted to Model Polytechnic College, Vadakara where Sri. Sasidharan. E.N is working as Head Clerk. The above position has been examined and the following orders are issued with immediate effect.

1. Smt. Sheeba. K, Senior Office Assistant, Model Polytechnic College, Vadakara is promoted as Head Clerk on Rs. 14620-25280/- and posted to College of Applied Science, Meenagadi against the open vacancy, instead of Model Polytechnic College, Vadakara.
2. This office proceedings read above stands modified to the above extent.

Sd/-

*Dr.P.Suresh Kumar
DIRECTOR*

To:-

*Smt. Sheeba. K
Senior Office Assistant*

Copy to:-

1. *The Principal, Model Polytechnic College, Vadakara*
2. *The Principal, College of Applied Science, Meenagadi*
3. *Administrative Officer*
4. *Finance Officer*
5. *CA I/CA II*
6. *SF*
7. *OC*

Forwarded/ By Order

Office Superintendent