



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

*No.EA2/14792/2009/IHRD*

*Dated, 29.02.2016*

**CIRCULAR**

*Sub:- IHRD-payment of charge allowance to IHRD employees- Instructions issued-  
reg*

*Ref:- GO. (P)No; 454/11/Fin. dated 19.10.2011.*

As per the Government order cited, the rates of Special allowance admissible for holding additional charge of another post have been revised following implementation of 9<sup>th</sup> Pay Revision. The existing Special allowance at 7% for full additional charge and 4% for discharge of current duties stand revised to 6% and 3% respectively with effect from the date of change to the revised pay scale or with effect from 01.02.2011 whichever is later. These change of rates will have to be followed by IHRD employees as they have been sanctioned with the benefits of 9<sup>th</sup> pay revision with effect from 01.07.2009. In some of the charge arrangements already made it has been erroneously sanctioned 10% of minimum of the scale pay of the additional post as charge of allowance. Hence all heads of institutions under IHRD are instructed to review the charge arrangement already made both at the Headquarters level and institutional level in the light of the above stipulations and to limit the charge allowance at the prescribed rates.

The receipt of the circular may be acknowledged through email.

*Sd/-*

*Dr.K.Vijayakumar  
DIRECTOR(i/c)*

*To:*

- 1. All Heads of Institutions*
- 2. All Sections Heads, IHRD Headquarters*
- 3. Administrative Officer/Finance Officer*
- 4. SF/OC*

*Forwarded/By Order*

  
*Office Superintendent*