



**Institute Of Human Resources Development  
Prajoe Towers, Vazhuthacaud,  
Thiruvananthapuram**

*No. EB1/82/2018/IHRD*

*Dated: 08. 03. 2018*

**CIRCULAR**

**Sub:-** *IHRD – General Transfer 2018-19– Applications invited – reg:-*

**Ref:-** *This office Proceedings No. E1/46/98/IHRD dated 28.04.1998*

Applications are invited **ONLINE** from regular IHRD employees for General Transfer for the year 2018-19. For submitting applications employees need to log-in to the employee database hosted at <http://ihrd.kerala.gov.in>. Details of login procedure have already been communicated and circulated vide Circular No. EA4/7999/2013/HRD dated 28.02.2015. Further details on submitting the online application form is available to all employees under the link **Requests- > General Transfer** shown in their respective home pages. Difficulties if any faced in online submission of applications may be reported to the helpline number 9061646434.

Employees submitting option for transfer on public interest/applications for transfer online shall submit the hard copy of the application along with necessary supporting documents if any, to their respective head of institutions on or before 20.03.2018. Heads of institutions in turn shall verify the application and inform the incumbent of any corrections that has to be done in the application/online application and retain the final corrected application in safe custody till next general transfer. There after all valid applications are to be approved **ONLINE** by the Head of Institution on or before 22.03.2018. Only those applications which are approved by the Head of Institution will be considered for processing.

The employees who are applying online should attach separate sheet **(Format IV)** which contains details of service under IHRD prior to transfer to the present institution and the same should be forwarded in duplicate to this

The employees whose designation is not included in the revised staff pattern may select “Others” from the list of designation while submitting online application.

The staff details should be furnished **ONLINE** in the format (**Format I**) appended. The format is to be generated **ONLINE** and printout of the same should be taken in **A4 size paper only** and forward the same after obtaining a dated signature of each employee and with the countersignature of the Head of Institution. The number of sanctioned post for the institution as per the revised staff pattern should be indicated in the format noting the name of the incumbent working against each post. If adhoc appointee or casual employee or guest faculty is engaged against the sanctioned post such post should be noted as vacant. But the category wise details of casual and adhoc employees working in the institution against the sanctioned post should be furnished as a separate statement. The details of such employees who have been appointed by the IHRD Headquarters and continuing in the institution as on **28.02.2018** alone need be furnished.

Separate sheet (A4 size only) should be used for generating the staff details for each category. The Head of Institution should ensure that the details furnished in the statement are correct and complete in all respects and that the details are furnished in separate A4 size sheet for each category.

In the transfer application, the employee can exercise a maximum of 5 choices of the institutions in the order of preference. For the purpose of transfer certain institutions situated close by are grouped as detailed below. Institutions in a group will be treated as single unit.

<i>Sl. No.</i>	<i>Group</i>	<i>Institutions included in the Group</i>
1	<i>Thiruvananthapuram</i>	<i>IHRD Headquarters College of Applied Science, Dhanuvachapuram Technical Higher Secondary School, Muttada Regional Centre of IHRD, Thiruvananthapuram</i>
2	<i>Adoor</i>	<i>College of Engineering, Adoor College of Applied Science, Adoor &amp; Technical Higher Secondary School, Adoor</i>
3	<i>Puthuppally</i>	<i>College of Applied Science, Puthuppally &amp; Technical Higher Secondary School, Puthuppally</i>

4	<i>Peerumedu</i>	<i>College of Applied Science, Peerumedu &amp; Technical Higher Secondary School, Peerumedu</i>
5	<i>Ernakulam</i>	<i>Model Engineering College, Ernakulam Model Technical Higher Secondary School, Kaloor &amp; Regional Centre of IHRD, Edappally, Ernakulam</i>
6	<i>Pathanamthitta</i>	<i>College of Applied Science, Mallappally &amp; Technical Higher Secondary School, Mallappally</i>
7	<i>Karunagappally</i>	<i>Model Polytechnic, Karunagappally &amp; College of Engineering, Karunagappally</i>
8	<i>Thodupuzha</i>	<i>College of Applied Science, Thodupuzha &amp; Technical Higher Secondary School, Thodupuzha</i>
9	<i>Vazhakkad</i>	<i>College of Applied Science, Vazhakkad &amp; Technical Higher Secondary School, Vazhakkad</i>
10	<i>Cherthala</i>	<i>College of Engineering, Cherthala Technical Higher Secondary School, Cherthala</i>
11	<i>Vattamkulam</i>	<i>College of Applied Science, Vattamkulam Technical Higher Secondary School, Vattamkulam</i>

The institutions which are not included in the above groups will be regarded as single units. The newly established Colleges of Applied Science at Haripad, Kalanjoor, Thamarassery and Ayalur are not included in the Staff Pattern. Applications are not entertained for posting to the institutions in which no staff pattern has been formulated.

The Heads of institutions are also requested to forward the details of employees if any who are still continuing on Leave Without Allowance and the details of employees who are on deputation/working arrangement in the prescribed format (Format III) to this office.

Transfer of teaching faculties in the Engineering Colleges will be limited to Engineering Colleges only and the transfer request of teaching faculties in the Non-Engineering Colleges to the Engineering Colleges will not be considered on any ground. The head of institution will also ensure that employees who has not submitted online application for transfer should submit online option for posting (maximum 5 institutions) This option will be taken into account for transfer of employees on public interest, if necessitated.

The revised staff pattern approved by the Executive Committee and Governing Body of IHRD communicated vide this office Proceedings No. EA4/16025/2011/HRD dated 14.01.2015 shall be strictly followed during the

general transfer 2018-19. As per the norms approved by the Government only 60% of the sanctioned posts (department wise) shall be maintained while appointing teaching staff on regular basis. These norms will be taken into consideration while entertaining transfer request from teaching staff.

Dependents of serving defence personnel and those who have married persons belonging to other castes and physically handicapped will be given priority provided they produce valid documents in support of the same.

The cutoff date for eligibility of two years for transfer is fixed as 28.02.2018. The transfer application will remain valid upto 31.03.2019. No individual request or request from relatives shall be entertained. Further, all regular faculties/supporting staff/ministerial/LGS will have to apply transfer/option as the case may be without fail. The Head of Institution shall download the Circular along with the enclosures and the same shall be circulated among the employees on proper acknowledgement. The receipt of the communication should also be acknowledged by all heads of institutions by return through e-mail.

*Sd/-*  
*Dr.P.Suresh Kumar*  
**DIRECTOR**

*Encl:- As stated above*

*To:-*

1. *All Heads of associate institutions under IHRD*
2. *Additional Director*
3. *Deputy Director*
4. *Financial Consultant/Advisor*
5. *Finance Officer*
6. *Administrative Officer*
7. *All Section Heads IHRD Headquarters*
8. *SF*
9. *OC*

*Approved for issue*

*Sd/-*  
*Administrative Officer*

## Institute of Human Resources Development

Proforma for furnishing details of regular employees as on 28-02-2018  
(to be furnished in duplicate)

Name of Institution : \_\_\_\_\_

Name of post as per pre-revised staff pattern : \_\_\_\_\_

Name of post as per revised staff pattern : \_\_\_\_\_

Number of posts sanctioned (as per revised staff pattern) : \_\_\_\_\_

Sino	Name of employee	DOB	Religion & Community	Home Town	Native District	Date of commencement of contract appointment under IHRD	Date of commencement of regular appointment under IHRD	Date from which continuing in the present institution/group of institution	Date from which continuing in the present post in present institution	Whether undergoing part-time study on the basis of NOC from IHRD? If so, furnish details	Whether entered into inter-caste marriage	Whether husband/wife is an IHRD employee? If so, furnish details	Whether dependent of defence personnel	Institution to which transfer is requested	Options for posting, if the employee has not applied for transfer (max. 5 institutions)	Remarks
1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
2																
3																
4																
5																
6																
7																
8																
9																
10																

- Note**
- 1 For each category of post, separate forms should be used
  - 2 Employees who are not desirous of submitting application for transfer should submit online Option for posting on public interest (Max. 5 institutions). Heads of institutions should assure that all employees have submitted either application for transfer or option for posting.
  - 3 Head of institutions should take special care in furnishing the details under column no. 8 above. If the date furnished in the column is not pertaining to the present institution, the head of institution should furnish in the remarks column the name of institution or group to which the date relates
  - 4 Head of institutions should obtain signature of employees in the remarks column against their respective names before sending the hard copy to this office.
  - 5 Entries should not be hand-corrected. Corrections if any need to be brought to the notice of the HQ and get them corrected online prior to sending hard copies to this office.

**Institute of Human Resources Development**

**DETAILS OF CASUAL/ADHOC/TEMPORARY EMPLOYEES POSTED AGAINST  
SANCTIONED POST AS PER THE ORDERS OF THE DIRECTOR, IHRD AS ON 28.02.2018**

Name of Institution:

Sl. No.	Name of Employees	Name of post	Date from which engaged	Duration	Authority for appointment	Whether appointed by Head of Institution subject to ratification of Director, IHRD

*Date:*

*(seal)*

*Signature of Head of Institution*

**DETAILS OF EMPLOYEES ON LEAVE WITHOUT ALLOWANCE**

Sl. No.	Name of Employees	Leave availed		Order No. & Date sanctioning the LWA	Ground on which LWA is granted
		From	To		

**Details of employees on Deputation/Working Arrangement**

Sl. No.	Name of Employees	Period of Deputation/Working Arrangement		Order No. & Date sanctioning the Deputation/Working Arrangement	Institution to which Deputation/Working Arrangement is given
		From	To		

*Date:**(seal)**Signature of Head of Institution*

**Format for furnishing service history of regular employees**  
**(to be submitted by individual employees along with request/option for transfer)**

Sl. No.	From	To	Institution	Designation	Institution Group	Type of Posting	No. of months

*Date:*

*Signature , Name & Designation of employee*

*Verified and Countersigned by*

*(seal)*

*Signature , Name & Designation of Head of Institution*