



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

PROCEEDINGS

IHRD – Establishment – Appointment of Head Clerk on Rs.14620-25280/- by internal promotion – Promotion and posting – Orders issued.

No.EA/1665/2018/IHRD

Dated, Thiruvananthapuram, 27th June 2018

- Read:-** 1. *Minutes of the Scrutiny Committee for promotion to the post of Head Clerk held on 27.06.2018.*
2. *This office circular of even no. dated 15.05.2018 and dated 19.06.2018.*

ORDER

As recommended by the Scrutiny Committee of IHRD for promotion to the post of Head Clerk held on 27.06.2018, the undermentioned Senior Office Assistant^s on Rs.13210-22360/- are promoted as Head Clerk on Rs.14620-25280/- with immediate effect. Due to administrative necessity, on appointment as Head Clerk, they are posted to the institutions as noted against their names.

<i>Sl No.</i>	<i>Name & Present institution</i>	<i>Institution to which posted on appointment as Head Clerk</i>
1.	Smt. Geetha Kumari. V College of Engineering, Kallooppa	College of Engineering Karungappally
2.	Smt. Ancy Joseph Model Polytechnic College, Poonjar	College of Applied Science Muthuvallur Malappuram District
3.	Sri. Rajesh George College of Engineering, Poonjar	College of Applied Science Attappady
4.	Smt. Mini Abraham Model Polytechnic College, Mattakkara	College of Applied Science Peerumade
5.	Smt. Minimol Joseph College of Engineering, Poonjar	Model Residential Polytechnic College Kuzhalmannam
6.	Sri. Babu Kumar. K. K College of Applied Science, Vadakkencherry	College of Applied Science Meenangadi
7.	Smt. Prema. P Technical Higher Secondary School, Peerumade	College of Applied Science Kuzhalmannam

8.	Sri. Basheer Ahamed. Y IHRD, Headquarters	IHRD (Headquarters)
9.	Smt. Suchitra.S IHRD, Headquarters	IHRD (Headquarters)
10.	Sri. Praveen. N. G IHRD, Headquarters	IHRD (Headquarters)
11.	Sri. Balasekhar. S IHRD, Headquarters	IHRD (Headquarters)
12.	Smt. Sheeja. S College of Engineering, Karunagappally	IHRD (Headquarters) against the post of Accounts Officer
13.	Smt. Vidya. J College of Engineering, Karunagappally	Model Polytechnic College Karunagappally
14.	Smt. Remya. S. Sekhar College of Applied Science, Vadakkencherry	College of Applied Science Nattika
15.	Sri. Rex Achiel. C. J College of Engineering, Kottarakkara	College of Applied Science Malampuzha
16.	Sri. Rejila Kumari. R College of Engineering, Cherthala	College of Engineering Cherthala
17.	Smt. Chitra. M.R College of Engineering, Cherthala	College of Applied Science Nadapuram Kozhikode District
18.	Sri. Anaz. K.R College of Engineering, Adoor	IHRD (Headquarters)
19.	Sri. S. Sunil Kumar College of Engineering, Kalluoppara	College of Applied Science Marayoor
20.	Smt. Bindu. K.S IHRD, Headquarters	IHRD (Headquarters)
21.	Smt. Beena. P.K College of Applied Science, Malappuram	College of Applied Science Malappuram
22.	Sri. Sudeep. A.C College of Applied Science, Kuthuparamba	College of Applied Science Iritty, Kannur District
23.	Smt. Shalini. C.A Model Engineering College, Ernakulam	Model Engineering College Ernakulam
24.	Smt. Bindu Gopinath . S Model Engineering College, Ernakulam	College of Applied Science Puthenvelikkara
25.	Smt. Kala. L. J College of Engineering, Kalluoppara	College of Applied Science Mananthavady
26.	Smt. Cina Elias. K College of Applied Science, Chelakkara	College of Applied Science Chelakkara
27.	Smt. Aparna Prakash College of Engineering, Poonjar	Technical Higher Secondary School, Peerumade
28.	Smt. Priya. N. Peethambar College of Engineering, Chengannur	College of Applied Science Calicut
29.	Smt. Leya. V. P College of Engineering, Attingal	College of Engineering Attingal

30.	Smt. Sreeja. P IHRD, Headquarters	IHRD (Headquarters)
31.	Smt. Surya. S. B Model Polytechnic College, Mala	Model Technical Higher Secondary School, Kaloor, Ernakulam

2. The above incumbents will be on probation in the post of Head Clerk for a period of one year within a continuous period of two years from the date of their actual joining duty. The inter-se seniority of the promotees will be as in the order of seniority as mentioned above.
3. The retired officials if any engaged against these posts shall be relieved then and there after clearing all liabilities under intimation to this office.
4. The Head of institutions concerned will relieve the incumbents forthwith with instruction to report for duty before the newly posted institutions. The date of relief/ joining duty of the incumbents will be intimated to this office in due course.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

To:-

1. *The incumbents concerned*
2. *Head of the institutions concerned*
3. *Additional Director*
4. *Deputy Director*
5. *Financial Consultant/Advisor*
6. *Administrative Officer*
7. *Finance Officer*
8. *EA/EB Section Heads*
9. *CA I & II*
10. *EA1 Section for necessary action*
11. *SF*
12. *OC*

Forwarded/By Order

[Signature]
Administrative Officer
[Signature]