



**Institute of Human Resources Development
Chackai, Thiruvananthapuram-24**

PROCEEDINGS

IHRD – Temporary promotion of qualified Last Grade Servants to the post of Office Assistant as one time affair – temporary promotion of Last Grade Servant as Office Assistant – Orders issued

No.EB2/72/2021/IHRD

Dated, Thiruvananthapuram, 6th October 2023

- Read:-**
- 1 G.O.(MS)No.374/2023/H.EDN dated 05.07.2023.
 - 2 This office circular of even No. dated 29.07.2023 and dated 24.08.2023.
 - 3 Minutes of the meeting of the Scrutiny Committee for promotion to the post of Office Assistant held on 26.08.2023.

ORDER

As per the G.O. read first paper above Government has accorded sanction for temporary promotion of qualified Last Grade Servants in IHRD (from the direct recruitment quota (80%) to internal promotion) to the post of Office Assistant by relaxing the method of appointment in the Special Rules as one time affair subject to the condition that, temporary promotees will be reverted to their previous posts as and when the direct recruitees join duty. In view of the Government orders and as recommended by the Scrutiny Committee for the post of Office Assistant held on 26.08.2023, the under mentioned Last Grade Servants are temporarily promoted as Office Assistants. On such promotion they are allowed to continue in their present institutions. Orders of their redeployment will be issued later.

Sl No.	Name, Designation and Present Institution
1.	Smt. Santhini V.R Last Grade Servant CE, Karunagappally

2.	Sri. Raveendran K.P Last Grade Servant CAS, Calicut
3.	Smt. Sindhu. P. Ramakrishnan Last Grade Servant CAS, Thodupuzha
4.	Sri. Manoj. S. S Last Grade Servant RC, Tvpm
5.	Smt. Preetha. K. I Last Grade Servant THSS, Muttada
6.	Sri. Vijayan M.C Last Grade Servant THSS, Varadium
7.	Smt. Jayasree. J Last Grade Servant CAS, Kundara
8.	Smt. Nair Priti Vikraman Last Grade Servant THSS, Varadium
9.	Smt. Swapna. S Last Grade Servant CE, Attingal
10.	Smt. Aswathy. C. L Last Grade Servant IHRD Headquarters
11.	Smt. Geetha Kumari. J. S Last Grade Servant IHRD Headquarters

2. The orders of temporary promotion is issued subject to the condition that the temporary promotees will be reverted to their previous posts as and when the direct recruitees join duty. They shall not be entitled for any preferential claim for

future promotion and there shall not be any financial commitment on the part of IHRD.

3. The Office Assistants now promoted on temporary basis shall discharge their duties, responsibilities, office timing etc... on par with the regular Office Assistant till regular incumbents join duty.

4. The Office Assistant now promoted on temporary basis shall be considered as Last Grade Servants for all purpose including sanctioned post for their accommodation etc...

5. The temporary promotion will become effective only after the incumbents join duty on such posts.

6. The date of relief/joining duty of the incumbent shall be intimated to this office in due course.

Sd/-
Dr. V. A. Arun Kumar
DIRECTOR

To,

The officials concerned (through the head of institutions)

Copy to:-

1. *The head of institutions concerned.*
2. *Administrative Officer*
3. *Finance Officer*
4. *Accounts Officer*
5. *Personal Assistant to Director*
6. *CA-II*
7. *IT Division*
8. *EA₄ Section for necessary action*
9. *SF/OC*

Forwarded/ By Order


Accounts Officer