

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

*Cir.No.12/11/EA1/IHRD*

*Dated, 29.06.2011*

**CIRCULAR**

*Sub:- IHRD – Preparation of Gradation list for all categories of post under  
IHRD – Details called for – Reg:*

*Ref:- 1) This office Proceedings No.EA2/1685/2008/IHRD dated 10.05.2011  
2) Orders in file No.EA1/5766/11/IHRD dated 25.06.2011*

In this office proceedings read above, Special Rules for different categories of post and staff pattern in IHRD institutions has been revised and orders has been issued as resolved by the 19<sup>th</sup> meeting of Governing Body of IHRD held on 07.02.2011. According to the decision of Governing Body, it has been ordered that, the existing practice followed for selection procedure for promotion of various categories of post shall be dispensed with and automatic promotion shall be implemented for all categories of post below the scale of pay of Rs.10790-18000/- (pre-revised) (i.e., below the category of Senior Superintendent in administrative post and equivalent categories of teaching and other posts) by publishing seniority list on par with Government departments. In all other cases, the existing practice will be continued. For preparing gradation list for all categories of posts the service details of all employees are highly essential. In the circumstances, all heads of institutions under IHRD are directed to furnish the service details of employees working under their control in the prescribed format (copy attached) on or before 31.07.2011. If an employee has proceeded on leave or deputation etc.... the details of such

employees shall be invariably obtained and forwarded to this office. If no regular employee is working, a 'NIL' report shall also be furnished without fail.

Receipt of circular shall be acknowledged by return.

*Sd/-  
Pradeep Kumar .A  
Administrative Officer*

*Encl: As stated above*

*To*

- 1) All Heads of Associate Institutions*
- 2) All Additional Directors*
- 3) Administrative Officer*
- 4) Finance Officer*
- 5) All Section Heads of Headquarters*
- 6) EA1 Section*
- 7) S.F*
- 8) O.C*

*Approved for Issue  
Sd/-  
Junior Superintendent*

*R...29.06.2011*

**Proforma for preparation of Gradation List**

*(This Proforma should be filled up by the Officer himself/herself in accordance with the particulars entered in his/her Service Book)*

1.	Name of OPost (in Capital Letters)				
2.	Name of Officer				
3.	Date of Birth				
4.	a) Qualifications <i>(Specify each of the qualifications with attested copies)</i>				
	b) Departmental test if any				
5.	Date of joining IHRD Service	I.	a) on Contract basis	From	
			To		
		II.	b) on Regularization	From	
			c) on Direct Recruitment	From	
6.	Date of appointment in the present cadre <i>(Attach copy of order)</i>				
7.	Date of commencement of service in the present cadre				
8.	LWA (if any) of the employee in the present cadre <i>(Specify the grounds of the leave)</i>				

Signature of the incumbent with date :

Name & Designation :

Certified that, the above details have been verified with the Service Book of the incumbent and found to be correct.

**Counter signature of  
Head of Institution**  
*(with Round Seal)*